

**ATTENTION ALL SUPERVISORS AND HOURLY EMPLOYEES  
IMPORTANT NOTICE**

The deadline for time cards to be in the Business Office for the **2021-2022** school year is as follows:

MONTHS COVERED	FIRST DATE ON TIMECARD SUN	LAST DATE ON TIMECARD SAT.	DUE IN BUSINESS OFFICE (MON.)	JET MAIL	LENGTH OF PAY PERIOD	PAYDAY
JULY	07/01 (Thu)	07/17	07/19	07/30	2 WEEKS	AUG. 09, 2021
JULY/AUG	07/18	08/14	08/16	08/30	4 WEEKS	SEPT. 09, 2021
AUG/SEPT	08/15	09/11	09/13	09/30	4 WEEKS	OCT. 11, 2021
SEPT/OCT	09/12	10/16	10/18	10/29	5 WEEKS	NOV. 09, 2021
OCT/NOV	10/17	11/13	11/15	11/30	4 WEEKS	DEC. 09, 2021
NOV/DEC	11/14	12/11	12/13	12/28	4 WEEKS	JAN. 10, 2022
DEC/JAN	12/12	01/15	01/17	01/31	5 WEEKS	FEB. 09, 2022
JAN/FEB	01/16	02/12	02/14	02/28	4 WEEKS	MAR. 09, 2022
FEB/MARCH	02/13	03/12	03/14	03/31	4 WEEKS	APRIL 11, 2022
MARCH/APRIL	03/13	04/16	04/18	04/29	5 WEEKS	MAY 09, 2022
APRIL/MAY	04/17	05/14	05/16	05/31	4 WEEKS	JUNE 09, 2022
MAY/JUNE	05/15	06/11	06/13	07/02	4 WEEKS	JULY 11, 2022
JUNE FINAL	06/12	06/30 (Thu)	07/01 (Fri)	07/08	3 WEEKS	JULY 15, 2022

These dates are accurate for **ALL HOURLY EMPLOYEES**. This includes classified part-time, substitutes and student workers. Certified part-time Instructors will be paid according to their letter of agreement.  
BE SURE YOUR SUPERVISOR SIGNS YOUR TIME CARD.

All time cards not turned in to the Business Office by the cut-off date **MAY NOT** be paid at the regular time on the 9th of the following month. Timecards not submitted on time, cannot be paid on time.