2020-21 PAYROLL PROCESSING SCHEDULE

SAP PAY PERIOD #	PAY PERIOD From - Thru	STANDARD DAYS IN PAY PERIOD	DAILY ATTENDANCE SHEETS AVAILABLE TO PRINT	INPUT SCREENS AVAILABLE ON-LINE REFLECTING CURRENT PAY PERIOD	FINAL ROSTERS APPROVED BY 2:00 P.M.	TIME TRANSFER & PAYROLL PROCESS BEGINS	PAY DATE	REMARKS
14	6/12-6/25	10	6/8	6/12	6/24*	6/24	7/2	Approve one (1) day early due to July 4th
15	6/26-7/9	10	6/22	6/25**	7/9	7/9	7/17	
16	7/10-7/23	10	7/6	7/10	7/23	7/23	7/31	
17	7/24-8/6	10	7/20	7/24	8/6	8/6	8/14	
18	8/7-8/20	10***	8/3	8/7	8/20	8/20	8/28	
19	8/21-9/3	10	8/17	8/21	9/2*	9/2	9/11	Approve one (1) day early due to Labor Day
20	9/4-9/17	10	8/31	9/3**	9/17	9/17	9/25	
21	9/18-10/1	10	9/14	9/18	10/1	10/1	10/9	
22	10/2-10/15	10	9/28	10/2	10/15	10/15	10/23	
23	10/16-10/29	10	10/12	10/16	10/29	10/29	11/6	
24	10/30-11/12	10	10/26	10/30	11/12	11/12	11/20	
25	11/13-11/26	10	11/9	11/13	11/24*	11/24	12/4	Approve two (2) days early due to Thanksgiving
26	11/27-12/10	10	11/23	11/25**	12/3*	12/3	12/18	Approve five (5) days early due to Winter Recess
1	12/11-12/24	10	12/7	12/4**	12/10*	12/10	1/1	Approve ten (10) days early due to Winter Recess
2	12/25-1/7	10	12/14	12/11**	1/7	1/7	1/15	
3	1/8-1/21	10	1/4	1/8	1/21	1/21	1/29	
4	1/22-2/4	10	1/19	1/22	2/4	2/4	2/12	
5	2/5-2/18	10	2/1	2/5	2/18	2/18	2/26	
6	2/19-3/4	10	2/16	2/19	3/4	3/4	3/12	
7	3/5-3/18	10	3/1	3/5	3/18	3/18	3/26	
8	3/19-4/1	10	3/15	3/19	3/25*	3/25	4/9	Approve five (5) days early due to Spring Recess
9	4/2-4/15	10	3/22	3/26**	4/15	4/15	4/23	
10	4/16-4/29	10	4/12	4/16	4/29	4/29	5/7	
11	4/30-5/13	10	4/26	4/30	5/13	5/13	5/21	
12	5/14-5/27	10	5/10	5/14	5/26*	5/26	6/4	Approve one (1) day early due to Memorial Day
13	5/28-6/10	10***	5/24	5/27**	6/10	6/10	6/18	
14	6/11-6/24	10***	6/7	6/11	6/24	6/24	7/2	
15	6/25-7/8	10	6/21	6/25	7/8	7/8	7/16	

* Indicates EARLY PAYROLL APPROVAL REQUIRED!!

** When processing Prior Period Corrections, you MUST enter the correct SAP PAY PERIOD #.

*** Days may vary depending on type of employees.

IMPORTANT NOTE: Payroll for Drivers/Bus Aides (at Transportation Centers) must be approved by 2:00 P.M.