

LINCOLN COUNTY SCHOOL DISTRICT PAYROLL CALENDAR 2020/2021

FTE EMPLOYEES			SUBS & RTE				
(1) MONTH	(2) PAYDAY 25th of the month (weekend / holiday rule applies)	(3) REGULAR FTE PAY PERIOD / The 1st to the last day of the CURRENT month NOTE: New Hires who begin work after the 10th will be paid the following month due to payroll processing cycle (see "How is my paycheck calculated").			(4) REMOTE TIME ENTRY (SECRETARIES ONLY) A) Due AROUND the 7th B) Use the Reporting Period for the Beyond FTE & Subbing (covers the 1st to the last day of the PREVIOUS month) NOTE: Contact PR if unable to finalize by due date and they will extend if possible.	(5) REPORTING PERIOD FOR BFTE & SUBBING TIME SHEETS A) Use Separate time sheets for each month B) Do not combine different months on the same time sheet. C) Covers the 1st to the last day of the PREVIOUS month	(6) SUBBING TIME SHEETS DUE TO PAYROLL: A) Every Friday B) The last day before a break (See examples in red below) C) On the last day of each month unless a break then see above **NOTE USE SEPARATE TIME SHEETS FOR EACH MONTH DO NOT COMBINE MONTHS
July 2020	7/24/2020	12 Month Employees July 1 - July 31			7/7/2020	June 1 - June 30 not already paid in June	7/31/2020 EVERY FRIDAY
August 2020	8/25/2020	11 & 12 Month Employees August 1 - August 31			8/7/2020	July 1 - July 31	8/31/2020 EVERY FRIDAY
September 2020	9/25/2020	Sept 1 - Sept 30			9/7/2020	August 1 - August 31	9/30/2020 EVERY FRIDAY
October 2020	10/23/2020	Oct 1 - Oct 31			10/7/2020	Sept 1 - Sept 30	10/30/2020 EVERY FRIDAY
November 2020	11/25/2020	Nov 1 - Nov 30			11/6/2020	Oct 1 - Oct 31	11/24/2020 & 11/30/2020 EVERY FRIDAY
December 2020	12/18/2020	Dec 1 - Dec 31			12/5/2020	Nov 1 - Nov 30	12/18/2020 EVERY FRIDAY
January 2021	1/22/2021	Jan 1 - Jan 31			1/7/2021	Dec 1 - Dec 31	1/29/2021 EVERY FRIDAY
February 2021	2/25/2021	Feb 1 - Feb 28			2/5/2021	Jan 1 - Jan 31	2/26/2021 EVERY FRIDAY
March 2021	3/25/2021	March 1 - March 31			3/5/2021	Feb 1 - Feb 29	3/19/2021 & 03/31/2021 EVERY FRIDAY
April 2021	4/23/2021	April 1 - April 30			4/7/2021	March 1 - March 31	4/30/2021 EVERY FRIDAY
May 2021	5/25/2021	May 1 - May 31			5/7/2021	April 1 - April 30	5/31/2021 EVERY FRIDAY
June 2021	6/25/2021	June 1 - June 30			6/7/2021	May 1 - May 31	6/10/2021 & 6/30/2021 EVERY FRIDAY
JULY ACC Period 13	6/28/2021	10-11 Month Employees July ACC			Contact Payroll	Contact PR for P-13	N/A
AUG ACC Period 14	6/29/2021	10 Month Employees Aug ACC			Contact Payroll	Contact PR for P-14	N/A