

LINCOLN COUNTY SCHOOL DISTRICT PAYROLL CALENDAR 2021 / 2022

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 5th 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 2021	7/23/2021	12 Month Employees July 1 - July 31		7/05/2021	June 1 - June 30 not already paid in June	7/30/2021 EVERY FRIDAY
August 2021	8/25/2021	11 & 12 Month Employees August 1 - August 31		8/6/2021	July 1 - July 31	8/31/2021 EVERY FRIDAY
September 2021	9/24/2021	Sept 1 - Sept 30		9/7/2021	August 1 - August 31	9/30/2021 EVERY FRIDAY
October 2021	10/25/2021	Oct 1 - Oct 31		10/5/2021	Sept 1 - Sept 30	10/29/2021 EVERY FRIDAY
November 2021	11/24/2021	Nov 1 - Nov 30		11/5/2021	Oct 1 - Oct 31	11/24/2021 & 11/30/2021 EVERY FRIDAY
December 2021	12/17/2021	Dec 1 - Dec 31		12/6/2021	Nov 1 - Nov 30	12/17/2021 EVERY FRIDAY
January 2022	1/21/2022	Jan 1 - Jan 31		1/5/2022	Dec 1 - Dec 31	1/31/2022 EVERY FRIDAY
February 2022	2/25/2022	Feb 1 - Feb 28		2/7/2022	Jan 1 - Jan 31	2/28/2022 EVERY FRIDAY
March 2022	3/25/2022	March 1 - March 31		3/7/2022	Feb 1 - Feb 29	3/18/2022 & 03/31/2022 EVERY FRIDAY
April 2022	4/25/2022	April 1 - April 30		4/5/2022	March 1 - March 31	4/29/2022 EVERY FRIDAY
May 2022	5/25/2022	May 1 - May 31		5/5/2022	April 1 - April 30	5/31/2022 EVERY FRIDAY
June 2022	6/24/2022	June 1 - June 30		6/6/2022	May 1 - May 31	6/15/2022 & 6/30/2022
JULY ACC Period 13	6/27/2022	10-11 Month Employees July ACC		Contact Payroll	Contact PR for P-13	N/A
AUG ACC Period 14	6/28/2022	10 Month Employees Aug ACC		Contact Payroll	Contact PR for P-14	N/A