



2021-2022 Bi-Weekly Payroll Schedule

The deadlines listed below are for employees that are paid on a Bi-Weekly basis.

This includes Maintenance and Child Nutrition employees as well as Crossing Guards and Part Time Temps.

Clockwise GHG timesheets are required to be **submitted** by employees and **approved** by supervisors on or before the payroll due dates listed below.

Original Request for Special Pay forms are due to the payroll office in the month the work is performed and in accordance to the due dates listed below.

Any Clockwise GHG timesheets or Special Pay forms received after the listed due dates will not be processed for payment until payroll requirements are met.

Payroll Due Dates/Times	Pay Period Start/End Dates	Scheduled Pay Dates
Tuesday, August 24, 2021 12 PM	08/07/21 to 08/20/21	Friday, September 3, 2021
Tuesday, September 7, 2021 12 PM	08/21/21 to 09/03/21	Friday, September 17, 2021
Tuesday, September 21, 2021 12 PM	09/04/21 to 09/17/21	Friday, October 1, 2021
Tuesday, October 5, 2021 12 PM	09/18/21 to 10/01/21	Friday, October 15, 2021
Tuesday, October 19, 2021 12 PM	10/02/21 to 10/15/21	Friday, October 29, 2021
Tuesday, November 2, 2021 12 PM	10/16/21 to 10/29/21	Friday, November 12, 2021
* Monday, November 15, 2021 10 AM	10/30/21 to 11/12/21	Friday, November 26, 2021
Tuesday, November 30, 2021 12 PM	11/13/21 to 11/26/21	Friday, December 10, 2021
* Monday, December 13, 2021 10 AM	11/27/21 to 12/10/21	Friday, December 24, 2021
* Monday, January 3, 2022 10 AM	12/11/21 to 12/24/21	Friday, January 7, 2022
* Monday, January 10, 2022 10 AM	12/25/21 to 01/07/22	Friday, January 21, 2022
Tuesday, January 25, 2022 12 PM	01/08/22 to 01/21/22	Friday, February 4, 2022
Tuesday, February 8, 2022 12 PM	01/22/22 to 02/04/22	Friday, February 18, 2022
Tuesday, February 22, 2022 12 PM	02/05/22 to 02/18/22	Friday, March 4, 2022
* Monday, March 7, 2022 10 AM	02/19/22 to 03/04/22	Friday, March 18, 2022
Tuesday, March 22, 2022 12 PM	03/05/22 to 03/18/22	Friday, April 1, 2022
Tuesday, April 5, 2022 12 PM	03/19/22 to 04/01/22	Friday, April 15, 2022
Tuesday, April 19, 2022 12 PM	04/02/22 to 04/15/22	Friday, April 29, 2022
Tuesday, May 3, 2022 12 PM	04/16/22 to 04/29/22	Friday, May 13, 2022
Tuesday, May 17, 2022 12 PM	04/30/22 to 05/13/22	Friday, May 27, 2022
Tuesday, May 31, 2022 12 PM	05/14/22 to 05/27/22	Friday, June 10, 2022
Tuesday, June 14, 2022 12 PM	05/28/22 to 06/10/22	Friday, June 24, 2022
Tuesday, June 28, 2022 12 PM	06/11/22 to 06/24/22	Friday, July 8, 2022
Tuesday, July 12, 2022 12 PM	06/25/22 to 07/08/22	Friday, July 22, 2022
Tuesday, July 26, 2022 12 PM	07/09/22 to 07/22/22	Friday, August 5, 2022
Tuesday, August 9, 2022 12 PM	07/23/22 to 08/05/22	Friday, August 19, 2022

* Timesheets need to be approved by 10:00 AM