

2020-2021 PAYROLL SCHEDULE HOURLY SUPPORT STAFF

PLEASE NOTE: It is the employee's responsibility to have time submitted by the **deadline date** in order to be paid for the pay date indicated. **Late submissions will be paid on the next payroll date.**

Employees should be submitting time at the end of their shift each work week (usually Fridays)

PAY DATE	PAY PERIOD The days you will be paid for	SUBMISSION DEADLINE	ADDITIONAL INFORMATION
9/15/2020	8/17 - 8/30	8/31/2020	
9/30/2020	8/31 - 9/20	9/21/2020	
10/15/2020	9/21 - 10/4	10/5/2020	
10/30/2020	10/5/ - 10/18	10/19/2020	
*11/13/2020	10/19 - 11/01	11/02/2020	*Payday falls on a weekend so payday is moved
11/30/2020	11/02 - 11/15	11/16/2020	
12/15/2020	11/16 - 11/29	11/30/2020	
12/30/2020	**11/30 - 12/20	12/20/2020	**Paid for 3 weeks
1/15/2021	12/21 - 1/3/21	1/4/2021	
*1/29/2021	1/4 - 1/17	1/18/2021	*Payday falls on a weekend so payday is moved
*2/12/2021	1/18 - 1/31	2/1/2021	The 15 th is a Federal Holiday so payday is the 12 th
*2/26/2021	2/1 - 2/14	2/15/2021	*Payday falls on a weekend so payday is moved
3/15/2021	2/15 - 2/28	3/1/2021	
3/30/2021	**3/1 - 3/21	3/21/2021	**Paid for 3 weeks
4/15/2021	3/22 - 4/4	4/5/2021	
4/30/2021	4/5 - 4/18	4/19/2021	
*5/14/2021	4/19 - 5/2	5/3/2021	*Payday falls on a weekend so payday is moved
*5/28/2021	5/3 - 5/16	5/17/2021	*Payday falls on a weekend so payday is moved
6/15/2021	5/17 - 5/30	5/31/2021	
*6/30/2021	**5/31 - 6/20	6/20/2021	**Paid for 3 weeks
7/15/2021	6/21 - 7/4	7/5/2021	
7/30/2021	7/5 - 7/18	7/19/2021	
*8/13/2021	7/19 - 8/1	8/2/2021	*Payday falls on a weekend so payday is moved
8/30/2021	8/2 - 8/15	8/16/2021	

Supervisors will approve your time the day after the Employee Submission deadline date

~Your paycheck information can be accessed through the 'Skyward(Employee Access & True Time)' link on the district website. A user name and password should have been sent to you.

~If you have signed the 'Direct Deposit Exception' form to receive a pay check, you may pick up your check at the District Office on or after the 'actual pay date'.

Pay Period is applicable to hourly support personnel only. It is the employee's responsibility to have time submitted **by the deadline date in order to be paid for the pay date indicated.** **Late submissions will be paid on the next payroll date.**

Please contact Lynn Holtzleiter if you have any payroll questions: 763-497-3180 EXT 5110 or lynnh@mystma.org