

FINANCE

Payroll

Pay Schedules 2020-21

I. PURPOSE

To transmit pay schedules for the 2020-21 school year. These schedules include deadlines for time and attendance reporting via computer, payroll transaction document deadlines, and paydays.

This notice is for reference through June 30, 2021.

II. REPORTING

A. Terminal Input

Every effort should be made to report time and attendance daily. This is especially important the last week of a pay period during winter months to ensure payment of personnel when schools may be closed due to inclement weather conditions.

B. Errors and Omissions

Principals and other program managers should report any errors or omissions immediately to the Office of Payroll Management using the official Time and Attendance Corrections and Omissions Memorandum (FS 73-63) which is available at <https://www.fcps.edu/sites/default/files/media/forms/fs7363.pdf>. If a reporting location has five or more correction memos for the pay period, please contact Payroll Management for instructions.

III. DISTRIBUTION

Principals and other program managers should ensure this notice is available to all employees.

BIWEEKLY PAY SCHEDULE
 2020-21

Pay Period Number	Dates Worked Saturday - From Friday - To	Employee Deadline for Time Entry	Supervisor Deadline for Time Approval	Payroll Transactions Due	Work Week	Work Week End Date	DATE PAID	12-MONTH PERSONNEL HOLIDAYS
01	06/06/20 - 06/19/20	06/22/20	06/23/20	06/22/20	1 2	06/12/20 06/19/20	07/02/20	
02	06/20/20 - 07/03/20	07/06/20	07/07/20	07/06/20	1 2	06/26/20 07/03/20	07/17/20	JULY 3, 2020 INDEPENDENCE DAY OBSERVED
03	07/04/20 - 07/17/20	07/20/20	07/21/20	07/20/20	1 2	07/10/20 07/17/20	07/31/20	*
04	07/18/20 - 07/31/20	08/03/20	08/04/20	08/03/20	1 2	07/24/20 07/31/20	08/14/20	
05	08/01/20 - 08/14/20	08/17/20	08/18/20	08/17/20	1 2	08/07/20 08/14/20	08/28/20	
06	08/15/20 - 08/28/20	08/31/20	09/01/20	08/31/20	1 2	08/21/20 08/28/20	09/11/20	
07	08/29/20 - 09/11/20	09/14/20	09/15/20	09/14/20	1 2	09/04/20 09/11/20	09/25/20	SEPTEMBER 7, 2020 LABOR DAY
08	09/12/20 - 09/25/20	09/28/20	09/29/20	09/28/20	1 2	09/18/20 09/25/20	10/09/20	
09	09/26/20 - 10/09/20	10/12/20	10/13/20	10/12/20	1 2	10/02/20 10/09/20	10/23/20	
10	10/10/20 - 10/23/20	10/26/20	10/27/20	10/26/20	1 2	10/16/20 10/23/20	11/06/20	
11	10/24/20 - 11/06/20	11/09/20	11/10/20	11/09/20	1 2	10/30/20 11/06/20	11/20/20	
12	11/07/20 - 11/20/20	11/20/20 (FRIDAY)	11/20/20 (FRIDAY)	11/20/20	1 2	11/13/20 11/20/20	12/04/20	
13	11/21/20 - 12/04/20	12/07/20	12/08/20	12/07/20	1 2	11/27/20 12/04/20	12/18/20	* NOVEMBER 25-27, 2020 THANKSGIVING HOLIDAYS
14	12/05/20 - 12/18/20	12/18/20 (FRIDAY)	12/21/20 (MONDAY)	12/18/20	1 2	12/11/20 12/18/20	12/30/20	
15	12/19/20 - 01/01/21	01/04/21	01/05/21	01/04/21	1 2	12/25/20 01/01/21	01/15/21	DECEMBER 24-25, 2020 WINTER BREAK DECEMBER 31, 2020 NEW YEAR'S EVE JANUARY 1, 2021 NEW YEAR'S DAY

BIWEEKLY PAY SCHEDULE
 2020-21

Pay Period Number	Dates Worked Saturday - Friday From To	Employee Deadline for Time Entry	Supervisor Deadline for Time Approval	Payroll Transactions Due	Work Week	Work Week End Date	DATE PAID	12-MONTH PERSONNEL HOLIDAYS
16	01/02/21 - 01/15/21	01/15/21 (FRIDAY)	01/19/21	01/15/21	1 2	01/08/21 01/15/21	01/29/21	*
17	01/16/21 - 01/29/21	02/01/21	02/02/21	02/01/21	1 2	01/22/21 01/29/21	02/12/21	JANUARY 18, 2021 KING'S BIRTHDAY OBSERVED
18	01/30/21 - 02/12/21	02/12/21 (FRIDAY)	02/16/21	02/12/21	1 2	02/05/21 02/12/21	02/26/21	*
19	02/13/21 - 02/26/21	03/01/21	03/02/21	03/01/21	1 2	02/19/21 02/26/21	03/12/21	FEBRUARY 15, 2021 PRESIDENTS' DAY OBSERVED
20	02/27/21 - 03/12/21	03/15/21	03/16/21	03/15/21	1 2	03/05/21 03/12/21	03/26/21	
21	03/13/21 - 03/26/21	03/29/21	03/30/21	03/29/21	1 2	03/19/21 03/26/21	04/09/21	
22	03/27/21 - 04/09/21	04/12/21	04/13/21	04/12/21	1 2	04/02/21 04/09/21	04/23/21	
23	04/10/21 - 04/23/21	04/26/21	04/27/21	04/26/21	1 2	04/16/21 04/23/21	05/07/21	
24	04/24/21 - 05/07/21	05/10/21	05/11/21	05/10/21	1 2	04/30/21 05/07/21	05/21/21	
25	05/08/21 - 05/21/21	05/24/21	05/25/21	05/24/21	1 2	05/14/21 05/21/21	06/04/21	
26	05/22/21 - 06/04/21	06/07/21	06/08/21	06/07/21	1 2	05/28/21 06/04/21	06/18/21	MAY 31, 2021 MEMORIAL DAY OBSERVED
01	06/05/21 - 06/18/21	06/21/21	06/22/21	06/21/21	1 2	06/11/21 06/18/21	07/02/21	
02	06/19/21 - 07/02/21	07/02/21 (FRIDAY)	07/06/21	07/02/21	1 2	06/25/21 07/02/21	07/16/21	JULY 5, 2021 INDEPENDENCE DAY OBSERVED

EXAMPLES OF PAYROLL TRANSACTIONS ARE: STATE TAX WITHHOLDING CERTIFICATES, DIRECT DEPOSIT REQUEST, ETC.

* = ALSO MONTHLY PAYDAY

MONTHLY PAY SCHEDULE
 2020-21

Pay Period Number	Dates Worked Saturday - From - Friday To	Employee Deadline for Time Entry	Supervisor Deadline for Time Approval	Payroll Transactions Due	Work Week	Work Week End Date	DATE PAID	12-MONTH PERSONNEL HOLIDAYS
01	07/01/20 - 07/31/20	08/04/20	08/05/20	07/01/20	1	07/03/20	07/31/20	* JULY 3, 2020 INDEPENDENCE DAY OBSERVED
					2	07/10/20		
					3	07/17/20		
					4	07/24/20		
					5	07/31/20		
02	08/01/20 - 08/31/20	09/01/20	09/02/20	08/03/20	1	08/07/20	08/31/20	
					2	08/14/20		
					3	08/21/20		
					4	08/28/20		
					5	09/04/20		
03	09/01/20 - 09/30/20	10/01/20	10/02/20	09/01/20	1	09/04/20	09/30/20	SEPTEMBER 7, 2020 LABOR DAY
					2	09/11/20		
					3	09/18/20		
					4	09/25/20		
					5	10/02/20		
04	10/01/20 - 10/31/20	11/02/20	11/03/20	10/01/20	1	10/02/20	10/30/20	
					2	10/09/20		
					3	10/16/20		
					4	10/23/20		
					5	10/30/20		
					6	11/06/20		
05	11/01/20 - 11/30/20	12/01/20	12/02/20	10/30/20	** 1	11/06/20	11/30/20	NOVEMBER 25-27, 2020 THANKSGIVING HOLIDAYS
					2	11/13/20		
					3	11/20/20		
					4	11/27/20		
					5	12/04/20		
06	12/01/20 - 12/31/20	01/05/21	01/06/21	11/24/20	** 1	12/04/20	12/18/20	* DECEMBER 24-25, 2020 WINTER BREAK DECEMBER 31, 2020 NEW YEAR'S EVE
					2	12/11/20		
					3	12/18/20		
					4	12/25/20		
					5	01/01/21		

MONTHLY PAY SCHEDULE
 2020-21

Pay Period Number	Dates Worked Saturday - Friday From To	Employee Deadline for Time Entry	Supervisor Deadline for Time Approval	Payroll Transactions Due	Work Week	Work Week End Date	DATE PAID	12-MONTH PERSONNEL HOLIDAYS
07	01/01/21 - 01/31/21	02/02/21	02/03/21	01/04/21	1	01/01/21	01/29/21	* JANUARY 1, 2021 NEW YEAR'S DAY
					2	01/08/21		
					3	01/15/21		
					4	01/22/21		
					5	01/29/21		
					6	02/05/21		
08	02/01/21 - 02/28/21	03/02/21	03/03/21	02/01/21	1	02/05/21	02/26/21	* FEBRUARY 15, 2021 PRESIDENTS' DAY OBSERVED
					2	02/12/21		
					3	02/19/21		
					4	02/26/21		
					5	03/05/21		
09	03/01/21 - 03/31/21	04/01/21	04/02/21	03/01/21	1	03/05/21	03/31/21	
					2	03/12/21		
					3	03/19/21		
					4	03/26/21		
					5	04/02/21		
10	04/01/21 - 04/30/21	05/03/21	05/04/21	04/01/21	1	04/02/21	04/30/21	
					2	04/09/21		
					3	04/16/21		
					4	04/23/21		
					5	04/30/21		
11	05/01/21 - 05/31/21	06/01/21	06/02/21	04/30/21	** 1	05/07/21	05/28/21	MAY 31, 2021 MEMORIAL DAY OBSERVED
					2	05/14/21		
					3	05/21/21		
					4	05/28/21		
					5	06/04/21		
12	06/01/21 - 06/30/21	07/01/21	07/02/21	06/01/21	1	06/04/21	06/30/21	
					2	06/11/21		
					3	06/18/21		
					4	06/25/21		
					5	07/02/21		

EXAMPLES OF PAYROLL TRANSACTIONS ARE: STATE TAX WITHHOLDING CERTIFICATES, DIRECT DEPOSIT REQUEST, ETC.

* = ALSO BIWEEKLY PAYDAY

**= NOT A REGULAR 1st. BUSINESS DAY OF THE MONTH