

FINANCE

Payroll

Pay Schedules 2021-22

I. PURPOSE

To transmit pay schedules for the 2021-22 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, 2022.

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
 2021-22

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
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
03	07/03/21 - 07/16/21	07/19/21	07/20/21	07/19/21	1 2	07/09/21 07/16/21	07/30/21	*
04	07/17/21 - 07/30/21	08/02/21	08/03/21	08/02/21	1 2	07/23/21 07/30/21	08/13/21	
05	07/31/21 - 08/13/21	08/16/21	08/17/21	08/16/21	1 2	08/06/21 08/13/21	08/27/21	
06	08/14/21 - 08/27/21	08/30/21	08/31/21	08/30/21	1 2	08/20/21 08/27/21	09/10/21	
07	08/28/21 - 09/10/21	09/13/21	09/14/21	09/13/21	1 2	09/03/21 09/10/21	09/24/21	SEPTEMBER 3, 2021 SEPTEMBER 6, 2021 LABOR DAY
08	09/11/21 - 09/24/21	09/27/21	09/28/21	09/27/21	1 2	09/17/21 09/24/21	10/08/21	
09	09/25/21 - 10/08/21	10/11/21	10/12/21	10/11/21	1 2	10/01/21 10/08/21	10/22/21	
10	10/09/21 - 10/22/21	10/25/21	10/26/21	10/25/21	1 2	10/15/21 10/22/21	11/05/21	
11	10/23/21 - 11/05/21	11/08/21	11/09/21	11/08/21	1 2	10/29/21 11/05/21	11/19/21	
12	11/06/21 - 11/19/21	11/19/21 (FRIDAY)	11/22/21 (MONDAY)	11/19/21	1 2	11/12/21 11/19/21	12/03/21	
13	11/20/21 - 12/03/21	12/06/21	12/07/21	12/06/21	1 2	11/26/21 12/03/21	12/17/21	* NOVEMBER 24-26, 2021 THANKSGIVING HOLIDAYS
14	12/04/21 - 12/17/21	12/17/21 (FRIDAY)	12/20/21 (MONDAY)	12/17/21	1 2	12/10/21 12/17/21	12/30/21	
15	12/18/21 - 12/31/21	01/03/22	01/04/22	01/03/22	1 2	12/24/21 12/31/21	01/14/22	DECEMBER 23-24, 2021 WINTER BREAK DECEMBER 31, 2021 NEW YEAR'S EVE

BIWEEKLY PAY SCHEDULE
 2021-22

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	01/01/22 - 01/14/22	01/14/22 (FRIDAY)	01/18/22	01/14/22	1 2	01/07/22 01/14/22	01/28/22	
17	01/15/22 - 01/28/22	01/31/22	02/01/22	01/31/22	1 2	01/21/22 01/28/22	02/11/22	JANUARY 17, 2022 KING'S BIRTHDAY OBSERVED
18	01/29/22 - 02/11/22	02/14/22	02/15/22	02/14/22	1 2	02/04/22 02/11/22	02/25/22	
19	02/12/22 - 02/25/22	02/28/22	03/01/22	02/28/22	1 2	02/18/22 02/25/22	03/11/22	FEBRUARY 21, 2022 PRESIDENTS' DAY OBSERVED
20	02/26/22 - 03/11/22	03/14/22	03/15/22	03/14/22	1 2	03/04/22 03/11/22	03/25/22	
21	03/12/22 - 03/25/22	03/28/22	03/29/22	03/28/22	1 2	03/18/22 03/25/22	04/08/22	
22	03/26/22 - 04/08/22	04/11/22	04/12/22	04/11/22	1 2	04/01/22 04/08/22	04/22/22	
23	04/09/22 - 04/22/22	04/25/22	04/26/22	04/25/22	1 2	04/15/22 04/22/22	05/06/22	
24	04/23/22 - 05/06/22	05/09/22	05/10/22	05/09/22	1 2	04/29/22 05/06/22	05/20/22	
25	05/07/22 - 05/20/22	05/23/22	05/24/22	05/23/22	1 2	05/13/22 05/20/22	06/03/22	
26	05/21/22 - 06/03/22	06/06/22	06/07/22	06/06/22	1 2	05/27/22 06/03/22	06/17/22	MAY 30, 2022 MEMORIAL DAY OBSERVED
01	06/04/22 - 06/17/22	06/17/22 (FRIDAY)	06/21/22	06/17/22	1 2	06/10/22 06/17/22	07/01/22	
02	06/18/22 - 07/01/22	07/01/22 (FRIDAY)	07/05/22	07/01/22	1 2	06/24/22 07/01/22	07/15/22	JUNE 20, 2022 JUNETEENTH OBSERVED

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

* = ALSO MONTHLY PAYDAY

MONTHLY PAY SCHEDULE
 2021-22

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
01	07/01/21 - 07/31/21	08/03/21	08/04/21	07/01/21	1	07/02/21	07/30/21	* JULY 5, 2021 INDEPENDENCE DAY OBSERVED
					2	07/09/21		
					3	07/16/21		
					4	07/23/21		
					5	07/30/21		
					6	08/06/21		
02	08/01/21 - 08/31/21	09/01/21	09/02/21	08/02/21	1	08/06/21	08/31/21	
					2	08/13/21		
					3	08/20/21		
					4	08/27/21		
					5	09/03/21		
03	09/01/21 - 09/30/21	10/01/21	10/04/21	09/01/21	1	09/03/21	09/30/21	SEPTEMBER 3, 2021 SEPTEMBER 6, 2021 LABOR DAY
					2	09/10/21		
					3	09/17/21		
					4	09/24/21		
					5	10/01/21		
04	10/01/21 - 10/31/21	11/01/21	11/02/21	10/01/21	1	10/01/21	10/29/21	
					2	10/08/21		
					3	10/15/21		
					4	10/22/21		
					5	10/29/21		
					6	11/05/21		
05	11/01/21 - 11/30/21	12/01/21	12/02/21	10/28/21	** 1	11/05/21	11/30/21	NOVEMBER 24-26, 2021 THANKSGIVING HOLIDAYS
					2	11/12/21		
					3	11/19/21		
					4	11/26/21		
					5	12/03/21		
06	12/01/21 - 12/31/21	01/04/22	01/05/22	11/29/21	** 1	12/03/21	12/17/21	* DECEMBER 23-24, 2021 WINTER BREAK DECEMBER 31, 2021 NEW YEAR'S EVE
					2	12/10/21		
					3	12/17/21		
					4	12/24/21		
					5	12/31/21		

MONTHLY PAY SCHEDULE
 2021-22

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
07	01/01/22 - 01/31/22	02/01/22	02/02/22	01/03/22	1	01/07/22	01/31/22	JANUARY 17, 2022 KING'S BIRTHDAY OBSERVED
					2	01/14/22		
					3	01/21/22		
					4	01/28/22		
					5	02/04/22		
08	02/01/22 - 02/28/22	03/01/22	03/02/22	02/01/22	1	02/04/22	02/28/22	FEBRUARY 21, 2022 PRESIDENTS' DAY OBSERVED
					2	02/11/22		
					3	02/18/22		
					4	02/25/22		
					5	03/04/22		
09	03/01/22 - 03/31/22	04/01/22	04/04/22	03/01/22	1	03/04/22	03/31/22	
					2	03/11/22		
					3	03/18/22		
					4	03/25/22		
					5	04/01/22		
10	04/01/22 - 04/30/22	05/02/22	05/03/22	04/01/22	1	04/01/22	04/29/22	
					2	04/08/22		
					3	04/15/22		
					4	04/22/22		
					5	04/29/22		
					6	05/06/22		
11	05/01/22 - 05/31/22	06/01/22	06/02/22	05/02/22	1	05/06/22	05/31/22	MAY 30, 2022 MEMORIAL DAY OBSERVED
					2	05/13/22		
					3	05/20/22		
					4	05/27/22		
					5	06/03/22		
12	06/01/22 - 06/30/22	07/05/22	07/06/22	06/01/22	1	06/03/22	06/30/22	JUNE 20, 2022 JUNETEENTH OBSERVED
					2	06/10/22		
					3	06/17/22		
					4	06/24/22		
					5	07/01/22		

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