

# The School District of Osceola County, FL

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## 2020-21 PAYROLL SCHEDULES

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**Superintendent**

Dr. Debra Pace

**Chief Financial Officer**

Sarah Graber

**Director**

Jose Gonzalez

## **Payroll Department Staff**

<b>Payroll Supervisor</b>	Victor	Burgos	407-870-4818
<b>Payroll Accountant</b>	Daniel	Gutierrez	Ext. 67535
<b>Senior Payroll Clerk</b>	Debra	DiBiase	Ext. 67536
<b>Senior Payroll Clerk</b>	Johanna	Grullon	Ext. 67538
<b>Senior Payroll Clerk</b>	Keli	Prickett	Ext. 67537

The **MISSION** of the Payroll Department is to ensure timely and accurate completion of payroll processing in accordance with all state, local and federal rules, regulations and standards. In addition, the payroll staff is committed to providing the highest level of quality customer service with emphasis on mutual respect, high ethical standards and effective communication to all employees.

### **Payroll Department**

Main District Building - 2nd Floor

817 Bill Beck Blvd.

Kissimmee, FL 34744

407-870-4818

Internal x67534

Fax: 407-518-2933

**[payroll@osceolaschools.net](mailto:payroll@osceolaschools.net)**

# Payroll Processing Schedule Guide

## 1 COLORS

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- A. General Payroll Information for Secretaries and Administrator are **TEAL** color coded.
- B. 12 Month Employee Information are **YELLOW** color coded.
- C. 11 Month Employee Information are **BLUE** color coded.
- D. 10 Month Employee Information are **ORANGE** color coded.
- E. 9 Month Employee Information are **PURPLE** color coded.
- F. Substitute Employee Information are **GREEN** color coded.
- G. Additional Payment Opportunity Information are **RED** color coded.

## 2 COMMUNICATION

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We ask that you notify your Senior Payroll Clerk ASAP by email every time any employee falls into one of the following situations:

- ❖ **Transfers,**
- ❖ **Goes out on leave**
- ❖ **Comes back from leave**
- ❖ **Goes unpaid for more than five work days**
- ❖ **Requests sick bank time**
- ❖ **Resigns**
- ❖ **Retires**
- ❖ **Has been termed by an Administrator**

In the email please include the following: ID #, Last Name, First Name, Pay Type, Situation, Dates involved, etc.

## 3 SICK BANK

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It is essential that we make all efforts to process a Sick Bank request in a timely manner when an employee is enrolled into the Sick Bank and would like to use this benefit. Please contact Human Resources as quickly as possible. They will guide you and the employee through the process. Do note that a sick bank use request is not automatically approved.

## 4 Portal and Kronos Posting

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Portal & Kronos will post at 8:30am and at 9:00 am, respectively, on posting dates.

## 5 Health Benefit Deductions

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There will be a total of 20 paychecks with health benefit deductions. Runs denoted with \*\* do not have health benefit deductions.

## 6 QUESTIONS AND CONCERNS

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If at any point you have any question or concern with regards to Payroll, feel free to always contact us. Often your concerns can be easily resolved if we are notified promptly. Remember we are here to assist your payroll needs.

## 2020 - 2021 Payroll Check Dates

Check Date	Employee Start Dates	
	From	To
7/15/2020	07/01/20	07/03/20
7/30/2020	07/06/20	07/17/20
8/14/2020	07/20/20	07/31/20
8/14/2020		
8/19/2020		
8/21/2020		
8/31/2020	08/03/20	08/14/20
9/15/2020	08/17/20	08/28/20
9/30/2020	08/31/20	09/18/20
10/15/2020	09/21/20	10/02/20
10/30/2020	10/05/20	10/16/20
11/13/2020	10/19/20	10/30/20
11/30/2020	11/02/20	11/13/20
12/11/2020	11/16/20	11/27/20
12/16/2020	11/30/20	12/04/20
1/15/2021	12/07/20	01/01/21
1/29/2021	01/04/21	01/15/21
2/12/2021	01/18/21	01/29/21
2/26/2021	02/01/21	02/12/21
3/12/2021	02/15/21	02/26/21
3/31/2021	03/01/21	03/19/21
4/15/2021	03/22/21	04/02/21
4/30/2021	04/05/21	04/16/21
5/14/2021	04/19/21	04/30/21
5/28/2021	05/03/21	05/14/21
6/15/2021	05/17/21	05/28/21
6/30/2021	05/31/21	06/30/21

\* Base on Paytype; contact your Payroll secretary if you have questions\*

## 2020 - 2021 Substitute Paycheck Dates

Run Number	Check Date	Days Reported	
		From	To
900	07/21/20	07/01/20	07/10/20
901	08/07/20	07/13/20	07/31/20
902	08/21/20	08/03/20	08/14/20
903	09/04/20	08/17/20	08/28/20
904	09/21/20	08/31/20	09/11/20
905	10/07/20	09/14/20	09/25/20
906	10/21/20	09/28/20	10/09/20
907	11/06/20	10/12/20	10/30/20
908	11/20/20	11/02/20	11/13/20
909	12/07/20	11/16/20	11/27/20
910	12/16/20	11/30/20	12/04/20
911	01/07/21	12/07/20	01/01/21
912	01/21/21	01/04/21	01/08/21
913	02/05/21	01/11/21	01/29/21
914	02/18/21	02/01/21	02/12/21
915	03/05/21	02/15/21	02/26/21
916	03/12/21	03/01/21	03/05/21
917	04/07/21	03/08/21	03/26/21
918	04/21/21	03/29/21	04/09/21
919	05/07/21	04/12/21	04/30/21
920	05/21/21	05/03/21	05/14/21
921	06/07/21	05/17/21	05/28/21
922	06/21/21	05/31/21	06/11/21
923	07/07/21	06/14/21	06/30/21

**Total Days**

**Substitute Timesheets are due via email no later than 10 AM.**

# Supplement Payments FY 2020 - 2021

## Regular Employees

October 30th

December 16<sup>th</sup>

March 31<sup>st</sup>

May 27<sup>th</sup>

## Substitute Employees

October 21<sup>st</sup>

December 16<sup>th</sup>

March 19<sup>th</sup>

May 21<sup>st</sup>

## SHOE/TOOL ALLOWANCE

### Payment Dates

2020 – 2021

February 26, 2021

April 30, 2021

May 27, 2021

# 12- Month, 365 -Day Elected Officials Schedule 2020 - 2021

Contract Range: 07/01/2020 to 06/30/2021  
 No. of Work Days: 365  
 No. of Paid Holidays: 0  
 Total No. of Paid Days: 365

**Pay Types:** E1  
 Calendar Code: E1  
 No. of Checks: 24  
 Value of Period Pay: 15.21

Run No.	Check Date	Portal/Kronos Post	Approval and Payroll Completion Date	Days Reported		No. of Days	Paid Thru Date
				From	To		
001 **	07/15/20		07/02/20			0	07/16/20
002 **	07/30/20	07/21/20	07/22/20	07/01/20	07/18/20	18	07/31/20
003	08/14/20	08/04/20	08/05/20	07/19/20	08/01/20	21	08/16/20
005	08/31/20	08/18/20	08/19/20	08/09/20	08/15/20	7	08/31/20
006	09/15/20	09/01/20	09/02/20	08/16/20	08/29/20	14	09/16/20
007	09/30/20	09/22/20	09/23/20	08/30/20	09/19/20	21	10/01/20
008	10/15/20	10/06/20	10/07/20	09/20/20	10/03/20	14	10/17/20
009	10/30/20	10/20/20	10/21/20	10/04/20	10/17/20	14	11/01/20
010	11/13/20	11/03/20	11/04/20	10/18/20	10/31/20	14	11/17/20
011	11/30/20	11/17/20	11/18/20	11/01/20	11/14/20	14	12/02/20
012	12/11/20	12/01/20	12/02/20	11/15/20	11/28/20	14	12/17/20
013	12/16/20	12/08/20	12/09/20	11/29/20	12/05/20	7	01/01/21
014	01/15/21	01/05/21	01/06/21	12/06/20	01/02/21	28	01/16/21
015	01/29/21	01/19/21	01/20/21	01/03/21	01/16/21	14	01/31/21
016	02/12/21	02/02/21	02/03/21	01/17/21	01/30/21	14	02/15/21
017	02/26/21	02/16/21	02/17/21	01/31/21	02/13/21	14	03/02/21
018	03/12/21	03/02/21	03/03/21	02/14/21	02/27/21	14	03/17/21
019	03/31/21	03/23/21	03/24/21	02/28/21	03/20/21	21	04/01/21
020	04/15/21	04/06/21	04/07/21	03/21/21	04/03/21	14	04/16/21
021	04/30/21	04/20/21	04/21/21	04/04/21	04/17/21	14	05/01/21
022	05/14/21	05/04/21	05/05/21	04/18/21	05/01/21	14	05/16/21
023	05/28/21	05/18/21	05/19/21	05/02/21	05/15/21	14	05/31/21
028**	06/15/21	06/01/21	06/02/21	05/16/21	05/29/21	14	06/15/21
031**	06/30/21	06/15/21	06/16/21	05/30/21	06/30/21	32	06/30/21

**Total Days:** 365

**Clean Up Run**

033**	07/14/21	07/07/21			06/30/21
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**Notes:**

- A) \*\* Runs do not have insurance taken out. There will be a total of 20 paychecks with benefit deductions.
- B) Portal & Kronos will post at 8:15 am on posting day.
- C) Payroll data must be complete and accurate on E21 panel in TERMS by the Payroll Completion Date.
- D) Administrator must approve Payroll on the approval date.

# 12-Month, Hourly Pd, N/B 242 Prof. Supp. 2020 - 2021

Contract Range: 07/01/2020 to 06/30/2021  
 No. of Work Days: 242  
 No. of Paid Holidays: 0  
 Total No. of Paid Days: 242

Pay Types: T4, U4, NH  
 Calendar Codes: D5  
 No. of Checks: 24

Run No.	Check Date	Portal/Kronos Post	Approval and Payroll Completion	Days Reported		No. of Days Reported
				From	To	
001	7/15/2020		07/07/20			0
002	7/30/2020	07/21/20	07/22/20	07/01/20	07/17/20	12
003	8/14/2020	08/04/20	08/05/20	07/20/20	07/31/20	10
005	8/31/2020	08/18/20	08/19/20	08/03/20	08/14/20	10
006	9/15/2020	09/01/20	09/02/20	08/17/20	08/28/20	10
007	9/30/2020	09/22/20	09/23/20	08/31/20	09/18/20	14
008	10/15/2020	10/06/20	10/07/20	09/21/20	10/02/20	10
009	10/30/2020	10/20/20	10/21/20	10/05/20	10/16/20	10
010	11/13/2020	11/03/20	11/04/20	10/19/20	10/30/20	10
011	11/30/2020	11/17/20	11/18/20	11/02/20	11/13/20	9
012	12/11/2020	12/01/20	12/02/20	11/16/20	11/27/20	7
013	12/16/2020	12/08/20	12/09/20	11/30/20	12/04/20	5
014	1/15/2021	01/05/21	01/06/21	12/07/20	01/01/21	10
015	1/29/2021	01/19/21	01/20/21	01/04/21	01/15/21	10
016	2/12/2021	02/02/21	02/03/21	01/18/21	01/29/21	9
017	2/26/2021	02/16/21	02/17/21	02/01/21	02/12/21	10
018	3/12/2021	03/02/21	03/03/21	02/15/21	02/26/21	10
019	3/31/2021	03/23/21	03/24/21	03/01/21	03/19/21	14
020	4/15/2021	04/06/21	04/07/21	03/22/21	04/02/21	10
021	4/30/2021	04/20/21	04/21/21	04/05/21	04/16/21	10
022	5/14/2021	05/04/21	05/05/21	04/19/21	04/30/21	10
023	5/28/2021	05/18/21	05/19/21	05/03/21	05/14/21	10
028**	6/15/2021	06/01/21	06/02/21	05/17/21	05/28/21	10
031**	6/30/2021	06/15/21	06/16/21	05/31/21	06/11/21	9

**Clean Up Run**

033**	07/14/21	07/06/21	07/07/21	06/14/21	06/30/21	13
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Total Days: 242

**Notes:**

- A) \*\* Runs do not have insurance taken out. There will be a total of 20 paychecks with benefit deductions.
- B) Portal & Kronos will post at 8:15 am on posting day.
- C) Payroll data must be complete and accurate on E21 panel in TERMS by the Payroll Completion Date.
- D) Administrator must approve Payroll on the approval date.



# Regular Employee OPS & Stipend(s) Schedule 2020 - 2021

Contract Range: 07/01/20 to 06/30/21 No. of Work Days: 242 No. of Paid Holidays: 0 Total No. of Paid Days: 242	<b>AX, IX, NX, TX, UX</b> <b>Pay Types:</b> Maximum No. of Work Days: 242 No. of Checks: 24
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Run No. <i>(Note A)</i>	Check Date	Portal/Kronos Post	Approval and Payroll Completion	Days Reported		No. of Days Reported
				From	To	
001 **	07/15/20	07/06/20	07/07/20			
002 **	07/30/20	07/21/20	07/22/20	07/01/20	07/17/20	12
003	08/14/20	08/04/20	08/05/20	07/20/20	07/31/20	10
005	08/31/20	08/18/20	08/19/20	08/03/20	08/14/20	10
006	09/15/20	09/01/20	09/02/20	08/17/20	08/28/20	10
007	09/30/20	09/22/20	09/23/20	08/31/20	09/18/20	14
008	10/15/20	10/06/20	10/07/20	09/21/20	10/02/20	10
009	10/30/20	10/20/20	10/21/20	10/05/20	10/16/20	10
010	11/13/20	11/03/20	11/04/20	10/19/20	10/30/20	10
011	11/30/20	11/17/20	11/18/20	11/02/20	11/13/20	9
012	12/11/20	12/01/20	12/02/20	11/16/20	11/27/20	7
013	12/16/20	12/08/20	12/09/20	11/30/20	12/04/20	5
014	01/15/21	01/05/21	01/06/21	12/07/20	01/01/21	10
015	01/29/21	01/19/21	01/20/21	01/04/21	01/15/21	10
016	02/12/21	02/02/21	02/03/21	01/18/21	01/29/21	9
017	02/26/21	02/16/21	02/17/21	02/01/21	02/12/21	10
018	03/12/21	03/02/21	03/03/21	02/15/21	02/26/21	10
019	03/31/21	03/23/21	03/24/21	03/01/21	03/19/21	14
020	04/15/21	04/06/21	04/07/21	03/22/21	04/02/21	10
021	04/30/21	04/20/21	04/21/21	04/05/21	04/16/21	10
022	05/14/21	05/04/21	05/05/21	04/19/21	04/30/21	10
023	05/28/21	05/18/21	05/19/21	05/03/21	05/14/21	10
028**	06/15/21	06/01/21	06/02/21	05/17/21	05/28/21	10
031**	06/30/21	06/15/21	06/16/21	05/31/21	06/11/21	9

**Clean Up Run**

033**	07/14/21	07/06/21	07/07/21	06/15/21	06/30/21	13
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**Total Days: 242**

**Notes:**

- A) \*\* Runs do not have insurance taken out. There will be a total of 20 paychecks with benefit deductions.
- B) Portal & Kronos will post at 8:15 am on posting day.
- C) Payroll data must be complete and accurate on E21 panel in TERMS by the Payroll Completion Date.
- D) Administrator must approve Payroll on the approval date.

# 12- Month, 261-Day JDC Teacher Schedule 2020 - 2021

Contract Range: 07/01/2020 to 06/30/2021  
 No. of Work Days: 250  
 No. of Paid Holidays: 11  
 Total No. of Paid Days: 261

**Pay Types:** IJ  
 Calendar Code: C9  
 No. of Checks: 24  
 Value of Period Pay: 10.92 days

Run No.	Check Date	Portal/Kronos Post	Approval and Payroll Completion Date	Days Reported		No. of Days	Paid Thru Date
				From	To		
001 **	07/15/20	07/06/20	07/07/20				07/15/20
002 **	07/30/20	07/21/20	07/22/20	07/01/20	07/17/20	13	07/30/20
003	08/14/20	08/04/20	08/05/20	07/20/20	07/31/20	10	08/14/20
005	08/31/20	08/18/20	08/19/20	08/03/20	08/14/20	10	08/28/20
006	09/15/20	09/01/20	09/02/20	08/17/20	08/28/20	10	09/11/20
007	09/30/20	09/22/20	09/23/20	08/31/20	09/18/20	15	09/25/20
008	10/15/20	10/06/20	10/07/20	09/21/20	10/02/20	10	10/12/20
009	10/30/20	10/20/20	10/21/20	10/05/20	10/16/20	10	10/27/20
010	11/13/20	11/03/20	11/04/20	10/19/20	10/30/20	10	11/11/20
011	11/30/20	11/17/20	11/18/20	11/02/20	11/13/20	10	11/26/20
012	12/11/20	12/01/20	12/02/20	11/16/20	11/27/20	10	12/11/20
013	12/16/20	12/08/20	12/09/20	11/30/20	12/04/20	5	12/28/20
014	01/15/21	01/05/21	01/06/21	12/07/20	01/01/21	20	01/12/21
015	01/29/21	01/19/21	01/20/21	01/04/21	01/15/21	10	01/27/21
016	02/12/21	02/02/21	02/03/21	01/18/21	01/29/21	10	02/11/21
017	02/26/21	02/16/21	02/17/21	02/01/21	02/12/21	10	02/26/21
018	03/12/21	03/02/21	03/03/21	02/15/21	02/26/21	10	03/15/21
019	03/31/21	03/23/21	03/24/21	03/01/21	03/19/21	15	03/30/21
020	04/15/21	04/06/21	04/07/21	03/22/21	04/02/21	10	04/14/21
021	04/30/21	04/20/21	04/21/21	04/05/21	04/16/21	10	04/29/21
022	05/14/21	05/04/21	05/05/21	04/19/21	04/30/21	10	05/14/21
023	05/28/21	05/18/21	05/19/21	05/03/21	05/14/21	10	05/31/21
028**	06/15/21	06/01/21	06/02/21	05/17/21	05/28/21	10	06/15/21
031**	06/30/21	06/15/21	06/16/21	05/31/21	06/30/21	23	06/30/21

**Total Days:** 261

**Clean Up Run**

033**	07/14/21	07/06/21	07/07/21		06/30/21
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**Notes:**

- A) \*\* Runs do not have insurance taken out. There will be a total of 20 paychecks with benefit deductions.
- B) Portal & Kronos will post at 8:15 am on posting day.
- C) Payroll data must be complete and accurate on E21 panel in TERMS by the Payroll Completion Date.
- D) Administrator must approve Payroll on the approval date.

# 12- Month, 254-Day Employee Schedule 2020 - 2021

Contract Range: 07/01/2020 to 06/30/2021  
 No. of Work Days: 242  
 No. of Paid Holidays: 12  
 Total No. of Paid Days: 254

**Pay Types:** A1, I1, N1, T1, U1  
 Calendar Code: D9  
 No. of Checks: 24  
 Value of Period Pay: 10.58 days

Run No. <i>(Note A)</i>	Check Date	Portal & Kronos Post Date	Approval and Payroll Completion Date	Days Reported		No. of Days	Paid Thru Date
				From	To		
001**	07/15/20		07/02/20			0	07/15/20
002**	07/30/20	07/20/20	07/21/20	07/01/20	07/17/20	13	07/30/20
003	08/14/20	08/04/20	08/05/20	07/20/20	07/31/20	10	08/14/20
005	08/31/20	08/18/20	08/19/20	08/03/20	08/14/20	10	08/28/20
006	09/15/20	09/01/20	09/02/20	08/17/20	08/28/20	10	09/11/20
007	09/30/20	09/22/20	09/23/20	08/31/20	09/18/20	15	09/25/20
008	10/15/20	10/06/20	10/07/20	09/21/20	10/02/20	10	10/09/20
009	10/30/20	10/20/20	10/21/20	10/05/20	10/16/20	10	10/23/20
010	11/13/20	11/03/20	11/04/20	10/19/20	10/30/20	10	11/06/20
011	11/30/20	11/17/20	11/18/20	11/02/20	11/13/20	10	11/20/20
012	12/11/20	12/01/20	12/02/20	11/16/20	11/27/20	9	12/07/20
013	12/16/20	12/08/20	12/09/20	11/30/20	12/04/20	5	12/24/20
014	01/15/21	01/05/21	01/06/21	12/07/20	01/01/21	15	01/11/21
015	01/29/21	01/19/21	01/20/21	01/04/21	01/15/21	10	01/26/21
016	02/12/21	02/02/21	02/03/21	01/18/21	01/29/21	10	02/10/21
017	02/26/21	02/16/21	02/17/21	02/01/21	02/12/21	10	02/25/21
018	03/12/21	03/02/21	03/03/21	02/15/21	02/26/21	10	03/12/21
019	03/31/21	03/23/21	03/24/21	03/01/21	03/19/21	14	03/30/21
020	04/15/21	04/06/21	04/07/21	03/22/21	04/02/21	10	04/14/21
021	04/30/21	04/20/21	04/21/21	04/05/21	04/16/21	10	04/29/21
022	05/14/21	05/04/21	05/05/21	04/19/21	04/30/21	10	05/14/21
023	05/28/21	05/18/21	05/19/21	05/03/21	05/14/21	10	05/31/21
028**	06/15/21	06/01/21	06/02/21	05/17/21	05/28/21	10	06/15/21
031**	06/30/21	06/15/21	06/16/21	05/31/21	06/30/21	23	06/30/21

**Total Days:** 254

**Clean Up Run**

033**	07/14/21	07/06/21	07/07/21		
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**Notes:**

- A) \*\* Runs do not have insurance taken out. There will be a total of 20 paychecks with benefit deductions.
- B) Portal & Kronos will post at 8:15 am on posting day.
- C) Payroll data must be complete and accurate on E21 panel in TERMS by the Payroll Completion Date.
- D) Administrator must approve Payroll on the approval date.

# 12- Month, 254-Day JDC Support Staff Schedule 2020 - 2021

Contract Range: 07/01/2020 to 06/30/2021  
 No. of Work Days: 243  
 No. of Paid Holidays: 11  
 Total No. of Paid Days: 254

**Pay Types:** UJ  
 Calendar Code: B1  
 No. of Checks: 24  
 Value of Period Pay: 10.63 days

Run No.	Check Date	Portal/Kronos Post	Approval and Payroll Completion Date	Days Reported		No. of Days	Paid Thru Date
				From	To		
001 **	07/15/20	07/06/20	07/07/20				07/15/20
002 **	07/30/20	07/21/20	07/22/20	07/01/20	07/17/20	13	07/30/20
003	08/14/20	08/04/20	08/05/20	07/20/20	07/31/20	10	08/14/20
005	08/31/20	08/18/20	08/19/20	08/03/20	08/14/20	7	08/31/20
006	09/15/20	09/01/20	09/02/20	08/17/20	08/28/20	10	09/14/20
007	09/30/20	09/22/20	09/23/20	08/31/20	09/18/20	15	09/28/20
008	10/15/20	10/06/20	10/07/20	09/21/20	10/02/20	10	10/13/20
009	10/30/20	10/20/20	10/21/20	10/05/20	10/16/20	9	10/27/20
010	11/13/20	11/03/20	11/04/20	10/19/20	10/30/20	10	11/10/20
011	11/30/20	11/17/20	11/18/20	11/02/20	11/13/20	10	11/24/20
012	12/11/20	12/01/20	12/02/20	11/16/20	11/27/20	10	12/08/20
013	12/16/20	12/08/20	12/09/20	11/30/20	12/04/20	5	12/22/20
014	01/15/21	01/05/21	01/06/21	12/07/20	01/01/21	20	01/06/21
015	01/29/21	01/19/21	01/20/21	01/04/21	01/15/21	9	01/21/21
016	02/12/21	02/02/21	02/03/21	01/18/21	01/29/21	10	02/05/21
017	02/26/21	02/16/21	02/17/21	02/01/21	02/12/21	10	02/22/21
018	03/12/21	03/02/21	03/03/21	02/15/21	02/26/21	10	03/09/21
019	03/31/21	03/23/21	03/24/21	03/01/21	03/19/21	14	03/25/21
020	04/15/21	04/06/21	04/07/21	03/22/21	04/02/21	10	04/09/21
021	04/30/21	04/20/21	04/21/21	04/05/21	04/16/21	10	04/26/21
022	05/14/21	05/04/21	05/05/21	04/19/21	04/30/21	10	05/11/21
023	05/28/21	05/18/21	05/19/21	05/03/21	05/14/21	10	05/26/21
028**	06/15/21	06/01/21	06/02/21	05/17/21	05/28/21	9	06/11/21
031**	06/30/21	06/15/21	06/16/21	05/31/21	06/30/21	23	06/30/21

**Total Days:** 254

**Clean Up Run**

033**	07/14/21	07/06/21	07/07/21		06/30/21
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**Notes:**

- A) \*\* Runs do not have insurance taken out. There will be a total of 20 paychecks with benefit deductions.
- B) Portal & Kronos will post at 8:15 am on posting day.
- C) Payroll data must be complete and accurate on E21 panel in TERMS by the Payroll Completion Date.
- D) Administrator must approve Payroll on the approval date.

# 11 - Month 231-Day Employee "A" Schedule 2020 - 2021

Contract Range: 07/06/2020 to 06/14/2021  
 No. of Work Days: 222  
 No. of Paid Holidays: 9  
 Total No. of Paid Days: 231

**Pay Types: A2, NC, UC**  
 Calendar Code: D2  
 No. of Checks: 24  
 Value of Period Pay: 9.63 Days

Run No. <i>(Note A)</i>	Check Date	Portal/Kronos Post	Administrator Approval and Payroll	Days Reported		No. of Days	Paid Thru Date
				From	To		
002 **	07/30/20	07/21/20	07/22/20	07/06/20	07/17/20	10	07/20/20
003	08/14/20	08/04/20	08/05/20	07/20/20	07/31/20	10	07/31/20
005	08/31/20	08/18/20	08/19/20	08/03/20	08/14/20	10	08/14/20
006	09/15/20	09/01/20	09/02/20	08/17/20	08/28/20	10	08/28/20
007	09/30/20	09/22/20	09/23/20	08/31/20	09/18/20	15	09/11/20
008	10/15/20	10/06/20	10/07/20	09/21/20	10/02/20	10	09/25/20
009	10/30/20	10/20/20	10/21/20	10/05/20	10/16/20	10	10/09/20
010	11/13/20	11/03/20	11/04/20	10/19/20	10/30/20	10	10/23/20
011	11/30/20	11/17/20	11/18/20	11/02/20	11/13/20	10	11/06/20
012	12/11/20	12/01/20	12/02/20	11/16/20	11/27/20	7	11/20/20
013	12/16/20	12/08/20	12/09/20	11/30/20	12/04/20	5	12/10/20
014	01/15/21	01/05/21	01/06/21	12/07/20	01/01/21	13	12/25/20
015	01/29/21	01/19/21	01/20/21	01/04/21	01/15/21	10	01/13/21
016	02/12/21	02/02/21	02/03/21	01/18/21	01/29/21	10	01/26/21
017	02/26/21	02/16/21	02/17/21	02/01/21	02/12/21	10	02/08/21
018	03/12/21	03/02/21	03/03/21	02/15/21	02/26/21	10	02/18/21
019	03/31/21	03/23/21	03/24/21	03/01/21	03/19/21	10	03/03/21
020	04/15/21	04/06/21	04/07/21	03/22/21	04/02/21	10	03/23/21
021	04/30/21	04/20/21	04/21/21	04/05/21	04/16/21	10	04/06/21
022	05/14/21	05/04/21	05/05/21	04/19/21	04/30/21	10	04/20/21
023	05/28/21	05/18/21	05/19/21	05/03/21	05/14/21	10	05/04/21
028**	06/15/21	06/01/21	06/02/21	05/17/21	05/28/21	10	05/18/21
031**	06/30/21	06/15/21	06/16/21	05/31/21	06/14/21	11	06/01/21
032**	06/30/21						06/14/21

**Total Days: 231**

**Clean Up Run**

033**	07/14/21	07/06/21	07/07/21		06/30/21
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**Notes:**

- A) \*\* Runs do not have insurance taken out. There will be a total of 20 paychecks with benefit deductions.
- B) Portal & Kronos will post at 8:15 am on posting day.
- C) Payroll data must be complete and accurate on E21 panel in TERMS by the Payroll Completion Date.
- D) Administrator must approve Payroll on the approval date.

# 11 - Month 231-Day Employee "B" Schedule 2020 - 2021

Contract Range: 07/13/2020 to 06/21/2021  
 No. of Work Days: 222  
 No. of Paid Holidays: 9  
 Total No. of Paid Days: 231

**Pay Types: A3, ND, UD**  
 Calendar Code: D7  
 No. of Checks: 24  
 Value of Period Pay: 9.63 Days

Run No.	Check Date	Portal/Kronos Post	Administrator Approval and Payroll Completion Date	Days Reported		No. of Days	Paid Thru Date
				From	To		
002 **	07/30/20	07/21/20	07/22/20	07/13/20	07/17/20	5	07/27/20
003	08/14/20	08/04/20	08/05/20	07/20/20	07/31/20	10	08/07/20
005	08/31/20	08/18/20	08/19/20	08/03/20	08/14/20	10	08/21/20
006	09/15/20	09/01/20	09/02/20	08/17/20	08/28/20	10	09/04/20
007	09/30/20	09/22/20	09/23/20	08/31/20	09/18/20	15	09/18/20
008	10/15/20	10/06/20	10/07/20	09/21/20	10/02/20	10	10/02/20
009	10/30/20	10/20/20	10/21/20	10/05/20	10/16/20	10	10/16/20
010	11/13/20	11/03/20	11/04/20	10/19/20	10/30/20	10	10/30/20
011	11/30/20	11/17/20	11/18/20	11/02/20	11/13/20	10	11/13/20
012	12/11/20	12/01/20	12/02/20	11/16/20	11/27/20	7	12/02/20
013	12/16/20	12/08/20	12/09/20	11/30/20	12/04/20	5	12/16/20
014	01/15/21	01/05/21	01/06/21	12/07/20	01/01/21	13	01/08/21
015	01/29/21	01/19/21	01/20/21	01/04/21	01/15/21	10	01/22/21
016	02/12/21	02/02/21	02/03/21	01/18/21	01/29/21	10	02/05/21
017	02/26/21	02/16/21	02/17/21	02/01/21	02/12/21	10	02/19/21
018	03/12/21	03/02/21	03/03/21	02/15/21	02/26/21	10	03/04/21
019	03/31/21	03/23/21	03/24/21	03/01/21	03/19/21	10	03/24/21
020	04/15/21	04/06/21	04/07/21	03/22/21	04/02/21	10	04/06/21
021	04/30/21	04/20/21	04/21/21	04/05/21	04/16/21	10	04/19/21
022	05/14/21	05/04/21	05/05/21	04/19/21	04/30/21	10	04/30/21
023	05/28/21	05/18/21	05/19/21	05/03/21	05/14/21	10	05/13/21
028**	06/15/21	06/01/21	06/02/21	05/17/21	05/28/21	10	05/26/21
031**	06/30/21	06/15/21	06/16/21	05/31/21	06/21/21	16	06/08/21
032**	06/30/21						06/21/21

**Total Days: 231**

**Clean Up Run**

033**	07/14/21	07/06/21	07/07/21		06/30/21
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**Notes:**

- A) \*\* Runs do not have insurance taken out. There will be a total of 20 paychecks with benefit deductions.
- B) Portal & Kronos will post at 8:15 am on posting day.
- C) Payroll data must be complete and accurate on E21 panel in TERMS by the Payroll Completion Date.
- D) Administrator must approve Payroll on the approval date.

# 11 - Month 230-Day Employee Schedule 2020 - 2021

Contract Range: 07/13/2020 to 06/21/2021  
 No. of Work Days: 221  
 No. of Paid Holidays: 9  
 Total No. of Paid Days: 230

**Pay Types: I6, I9, N2**  
 Calendar Code: C3  
 No. of Checks: 24  
 Value of Period Pay: 9.58

Run No.	Check Date	Portal/Kronos Post	Approval and Payroll Completion Date	Days Reported		No. of Days	Paid Thru Date
				From	To		
002 **	07/30/20	07/21/20	07/22/20	07/13/20	07/17/20	5	07/24/20
003**	08/14/20	08/04/20	08/05/20	07/20/20	07/31/20	10	07/31/20
005	08/31/20	08/18/20	08/19/20	08/03/20	08/14/20	10	08/17/20
006	09/15/20	09/01/20	09/02/20	08/17/20	08/28/20	10	09/01/20
007	09/30/20	09/22/20	09/23/20	08/31/20	09/18/20	15	09/16/20
008	10/15/20	10/06/20	10/07/20	09/21/20	10/02/20	10	10/01/20
009	10/30/20	10/20/20	10/21/20	10/05/20	10/16/20	10	10/16/20
010	11/13/20	11/03/20	11/04/20	10/19/20	10/30/20	10	10/29/20
011	11/30/20	11/17/20	11/18/20	11/02/20	11/13/20	10	11/11/20
012	12/11/20	12/01/20	12/02/20	11/16/20	11/27/20	6	11/30/20
013	12/16/20	12/08/20	12/09/20	11/30/20	12/04/20	5	12/11/20
014	01/15/21	01/05/21	01/06/21	12/07/20	01/01/21	13	01/04/21
015	01/29/21	01/19/21	01/20/21	01/04/21	01/15/21	10	01/18/21
016	02/12/21	02/02/21	02/03/21	01/18/21	01/29/21	10	02/01/21
017	02/26/21	02/16/21	02/17/21	02/01/21	02/12/21	10	02/15/21
018	03/12/21	03/02/21	03/03/21	02/15/21	02/26/21	10	03/01/21
019	03/31/21	03/23/21	03/24/21	03/01/21	03/19/21	10	03/22/21
020	04/15/21	04/06/21	04/07/21	03/22/21	04/02/21	10	04/05/21
021	04/30/21	04/20/21	04/21/21	04/05/21	04/16/21	10	04/16/21
022	05/14/21	05/04/21	05/05/21	04/19/21	04/30/21	10	04/29/21
023	05/28/21	05/18/21	05/19/21	05/03/21	05/14/21	10	05/12/21
028**	06/15/21	06/01/21	06/02/21	05/17/21	05/28/21	10	05/25/21
031**	06/30/21	06/15/21	06/16/21	05/31/21	06/21/21	16	06/07/21
032**	06/30/21						06/21/21

**Total Days: 230**

**Clean Up Run**

033**	07/14/21	07/06/21	07/07/21		06/30/21
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**Notes:**

- A) \*\* Runs do not have insurance taken out. There will be a total of 20 paychecks with benefit deductions.
- B) Portal & Kronos will post at 8:15 am on posting day.
- C) Payroll data must be complete and accurate on E21 panel in TERMS by the Payroll Completion Date.
- D) Administrator must approve Payroll on the approval date.

# 10- Month, 197 Day Food Service Mgr. Schedule 2020 - 2021

Contract Range:	08/05/2020 to 06/04/2021	Pay Types:	<b>N3, TE</b>	<b>NB, TF</b>
No. of Work Days:	192	Calendar Code:	C5	C5
No. of Paid Holidays:	5	No. of Checks:	22	24
Total No. of Paid Days:	197	Value of Period Pay:	8.95	8.21

Run No.	Check Date	Portal & Kronos Post Date	Payroll Due Date	Days Reported		No. of Days	Paid Thru Date	Pay Thru Date
				From	To			
004	08/19/20		08/12/20				08/19/20	08/17/20
005	08/31/20	08/18/20	08/19/20	08/05/20	08/14/20	7	08/31/20	08/27/20
006	09/15/20	09/01/20	09/02/20	08/17/20	08/28/20	10	09/10/20	09/08/20
007	09/30/20	09/22/20	09/23/20	08/31/20	09/18/20	15	09/23/20	09/18/20
008	10/15/20	10/06/20	10/07/20	09/21/20	10/02/20	10	10/06/20	10/01/20
009	10/30/20	10/20/20	10/21/20	10/05/20	10/16/20	10	10/19/20	10/13/20
010	11/13/20	11/03/20	11/04/20	10/19/20	10/30/20	10	10/30/20	10/23/20
011	11/30/20	11/17/20	11/18/20	11/02/20	11/13/20	10	11/12/20	11/04/20
012	12/11/20	12/01/20	12/02/20	11/16/20	11/27/20	6	12/01/20	11/16/20
013	12/16/20	12/08/20	12/09/20	11/30/20	12/04/20	5	12/14/20	12/03/20
014	01/15/21	01/05/21	01/06/21	12/07/20	01/01/21	11	01/07/21	12/15/20
015	01/29/21	01/19/21	01/20/21	01/04/21	01/15/21	10	01/19/21	01/07/21
016	02/12/21	02/02/21	02/03/21	01/18/21	01/29/21	10	02/02/21	01/19/21
017	02/26/21	02/16/21	02/17/21	02/01/21	02/12/21	10	02/15/21	01/29/21
018	03/12/21	03/02/21	03/03/21	02/15/21	02/26/21	9	03/01/21	02/11/21
019	03/31/21	03/23/21	03/24/21	03/01/21	03/19/21	10	03/12/21	02/24/21
020	04/15/21	04/06/21	04/07/21	03/22/21	04/02/21	10	04/01/21	03/08/21
021	04/30/21	04/20/21	04/21/21	04/05/21	04/16/21	10	04/14/21	03/25/21
022	05/14/21	05/04/21	05/05/21	04/19/21	04/30/21	10	04/27/21	04/06/21
023	05/28/21	05/18/21	05/19/21	05/03/21	06/04/21	24	05/10/21	04/16/21
024**	06/04/21						05/21/21	04/28/21
025**	06/04/21						06/04/21	05/10/21
026**	06/04/21							05/20/21
027**	06/04/21							06/04/21

**Total Days:** 197

**Clean Up Run**

033**	07/14/21	07/06/21			06/30/21
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**Notes:**

- A) \*\* Runs do not have insurance taken out. There will be a total of 20 paychecks with benefit deductions.
- B) Portal & Kronos will post at 8:15 am on posting day.
- C) Payroll data must be complete and accurate on E21 panel in TERMS by the Payroll Completion Date.
- D) Administrator must approve Payroll on the approval date.



# 10- Month, 196 Day Instructional Schedule 2020 - 2021

		<b>13,IA, IE,N4 N6,TD, U2,U7</b>	<b>12,IB, IP,NE, TC,UG U9,NG</b>
Contract Range:	08/10/2020 - 06/04/2021	Pay Types:	
No. of Work Days:	190	Calendar Code:	C2
No. of Paid Holidays:	6	No. of Checks:	24
Total No. of Paid Days:	196	Value of Period Pay:	9.8

Run No.	Check Date	Portal & Kronos Post Date	Approval Payroll Completion	Days Reported		No. of Days	Paid Thru Date	Paid Thru Date
				From	To			
004	08/19/20	08/11/20	08/12/20				08/18/20	08/19/20
005	08/31/20	08/18/20	08/19/20	08/10/20	08/14/20	5	08/31/20	08/31/20
006	09/15/20	09/01/20	09/02/20	08/17/20	08/28/20	10	09/14/20	09/10/20
007	09/30/20	09/22/20	09/23/20	08/31/20	09/18/20	15	09/28/20	09/22/20
008	10/15/20	10/06/20	10/07/20	09/21/20	10/02/20	10	10/12/20	10/02/20
009	10/30/20	10/20/20	10/21/20	10/05/20	10/16/20	10	10/26/20	10/14/20
010	11/13/20	11/03/20	11/04/20	10/19/20	10/30/20	10	11/09/20	10/26/20
011	11/30/20	11/17/20	11/18/20	11/02/20	11/13/20	10	11/26/20	11/05/20
012	12/11/20	12/01/20	12/02/20	11/16/20	11/27/20	6	12/11/20	11/17/20
013	12/16/20	12/08/20	12/09/20	11/30/20	12/04/20	5	01/05/21	12/04/20
014	01/15/21	01/05/21	01/06/21	12/07/20	01/01/21	12	01/19/21	12/16/20
015	01/29/21	01/19/21	01/20/21	01/04/21	01/15/21	10	02/02/21	01/08/21
016	02/12/21	02/02/21	02/03/21	01/18/21	01/29/21	10	02/16/21	01/21/21
017	02/26/21	02/16/21	02/17/21	02/01/21	02/12/21	10	03/03/21	02/03/21
018	03/12/21	03/02/21	03/03/21	02/15/21	02/26/21	9	03/23/21	02/16/21
019	03/31/21	03/23/21	03/24/21	03/01/21	03/19/21	10	04/06/21	02/26/21
020	04/15/21	04/06/21	04/07/21	03/22/21	04/02/21	10	04/20/21	03/10/21
021	04/30/21	04/20/21	04/21/21	04/05/21	04/16/21	10	05/04/21	03/29/21
022	05/14/21	05/04/21	05/05/21	04/19/21	04/30/21	10	05/18/21	04/08/21
023	05/28/21	05/18/21	05/19/21	05/03/21	06/04/21	24	06/04/21	04/20/21
024**	06/04/21							04/30/21
025**	06/04/21							05/12/21
026**	06/04/21							05/24/21
027**	06/04/21							06/04/21

Total Days                      196

**Clean Up Run**

033**	07/14/21	07/06/21			06/30/21
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**Notes:**

- A) \*\* Runs do not have insurance taken out. There will be a total of 20 paychecks with benefit deductions.
- B) Portal & Kronos will post at 8:15 am on posting day.
- C) Payroll data must be complete and accurate on E21 panel in TERMS by the Payroll Completion Date.
- D) Administrator must approve Payroll on the approval date.

# 10- Month, 200 Day Air Force JROTC Schedule 2020 - 2021

Contract Range:	08/04/2020 to 06/04/2021	Pay Types:	17	18
No. of Work Days:	194	Calendar Code:	C2	C2
No. of Paid Holidays:	6	No. of Checks:	20	24
Total No. of Paid Days:	200	Value of Period Pay:	10	8.33

Run No.	Check Date	Portal & Kronos Post Date		Days Reported		No. of Days	Paid Thru Date	Paid Thru Date
				From	To			
004	08/19/20		08/12/20				08/17/20	08/14/20
005	08/31/20	08/18/20	08/19/20	08/04/20	08/14/20	09	08/31/20	08/26/20
006	09/15/20	09/01/20	09/02/20	08/17/20	08/28/20	10	09/14/20	09/08/20
007	09/30/20	09/22/20	09/23/20	08/31/20	09/18/20	15	09/28/20	09/18/20
008	10/15/20	10/06/20	10/07/20	09/21/20	10/02/20	10	10/12/20	09/30/20
009	10/30/20	10/20/20	10/21/20	10/05/20	10/16/20	10	10/26/20	10/13/20
010	11/13/20	11/03/20	11/04/20	10/19/20	10/30/20	10	11/09/20	10/23/20
011	11/30/20	11/17/20	11/18/20	11/02/20	11/13/20	10	11/26/20	11/04/20
012	12/11/20	12/01/20	12/02/20	11/16/20	11/27/20	6	12/11/20	11/17/20
013	12/16/20	12/08/20	12/09/20	11/30/20	12/04/20	5	01/06/21	12/03/20
014	01/15/21	01/05/21	01/06/21	12/07/20	01/01/21	12	01/20/21	12/15/20
015	01/29/21	01/19/21	01/20/21	01/04/21	01/15/21	10	02/03/21	01/07/21
016	02/12/21	02/02/21	02/03/21	01/18/21	01/29/21	10	02/17/21	01/19/21
017	02/26/21	02/16/21	02/17/21	02/01/21	02/12/21	10	03/04/21	01/29/21
018	03/12/21	03/02/21	03/03/21	02/15/21	02/26/21	9	03/25/21	02/11/21
019	03/31/21	03/23/21	03/24/21	03/01/21	03/19/21	10	04/08/21	02/23/21
020	04/15/21	04/06/21	04/07/21	03/22/21	04/02/21	10	04/22/21	03/05/21
021	04/30/21	04/20/21	04/21/21	04/05/21	04/16/21	10	05/06/21	03/25/21
022	05/14/21	05/04/21	05/05/21	04/19/21	04/30/21	10	05/20/21	04/06/21
023	05/28/21	05/18/21	05/19/21	05/03/21	06/04/21	24	06/04/21	04/16/21
024**	06/04/21							04/29/21
025**	06/04/21							05/11/21
026**	06/04/21							05/21/21
027**	06/04/21							06/04/21

Total Days                      200

**Clean Up Run**

033**	07/14/21	07/06/21	07/07/21		06/30/21
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**Notes:**

- A) \*\* Runs do not have insurance taken out. There will be a total of 20 paychecks with benefit deductions.
- B) Portal & Kronos will post at 8:15 am on posting day.
- C) Payroll data must be complete and accurate on E21 panel in TERMS by the Payroll Completion Date.
- D) Administrator must approve Payroll on the approval date.

# 10- Month, 217 Day Employee Schedule 2020 - 2021

Contract Range: 07/20/2020 to 06/11/2021  
 No. of Work Days: 210  
 No. of Paid Holidays: 7  
 Total No. of Paid Days: 217

Pay Types: **A4, N5, U3 A5, NF,U8**  
 Calendar Code: C8 C8  
 No. of Checks: 22 24  
 Value of Period Pay: 9.86 9.04

Run No.	Check Date	Portal & Kronos Post Date		Days Reported		No. of Days	Paid Thru Date	Paid Thru Date
				From	To			
003	08/14/20	08/05/20	08/10/20	07/20/20	07/31/20	10	7/31/20	07/30/20
005	08/31/20	08/18/20	08/19/20	08/03/20	08/14/20	10	8/14/20	08/13/20
006	09/15/20	09/01/20	09/02/20	08/17/20	08/28/20	10	8/28/20	08/26/20
007	09/30/20	09/22/20	09/23/20	08/31/20	09/18/20	15	9/11/20	09/08/20
008	10/15/20	10/06/20	10/07/20	09/21/20	10/02/20	10	9/25/20	09/21/20
009	10/30/20	10/20/20	10/21/20	10/05/20	10/16/20	10	10/9/20	10/02/20
010	11/13/20	11/03/20	11/04/20	10/19/20	10/30/20	10	10/23/20	10/15/20
011	11/30/20	11/17/20	11/18/20	11/02/20	11/13/20	10	11/6/20	10/28/20
012	12/11/20	12/01/20	12/02/20	11/16/20	11/27/20	6	11/20/20	11/10/20
013	12/16/20	12/08/20	12/09/20	11/30/20	12/04/20	5	12/11/20	11/26/20
014	01/15/21	01/05/21	01/06/21	12/07/20	01/01/21	12	1/6/21	12/10/20
015	01/29/21	01/19/21	01/20/21	01/04/21	01/15/21	10	1/20/21	01/04/21
016	02/12/21	02/02/21	02/03/21	01/18/21	01/29/21	10	2/3/21	01/15/21
017	02/26/21	02/16/21	02/17/21	02/01/21	02/12/21	10	2/16/21	01/28/21
018	03/12/21	03/02/21	03/03/21	02/15/21	02/26/21	9	3/1/21	02/10/21
019	03/31/21	03/23/21	03/24/21	03/01/21	03/19/21	10	3/12/21	02/24/21
020	04/15/21	04/06/21	04/07/21	03/22/21	04/02/21	10	4/1/21	03/09/21
021	04/30/21	04/20/21	04/21/21	04/05/21	04/16/21	10	4/15/21	03/29/21
022	05/14/21	05/04/21	05/05/21	04/19/21	04/30/21	10	4/29/21	04/09/21
023	05/27/21	05/18/21	05/19/21	05/03/21	05/14/21	10	5/13/21	04/22/21
028**	06/15/21	06/01/21	06/02/21	05/17/21	06/11/21	20	5/26/21	05/05/21
029**	06/15/21						6/11/21	05/18/21
030**	06/15/21							05/31/21
032**	06/15/21							06/11/21

Total Days: 217

**Clean Up Run**

033**	07/14/21	07/06/21	07/07/21		06/30/21
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**Notes:**

- A) \*\* Runs do not have insurance taken out. There will be a total of 20 paychecks with benefit deductions.
- B) Portal & Kronos will post at 8:15 am on posting day.
- C) Payroll data must be complete and accurate on E21 panel in TERMS by the Payr
- D) Administrator must approve Payroll on the approval date.

## 10 Month, Hourly Paid, N/B 190 Day Instructional

**2020 - 2021**

Contract Range:	08/10/2020 to 06/04/2021	Pay Types:	<b>I4, U5</b>
No. of Work Days:	190	Calendar Code:	C4
No. of Paid Holidays:	0	No. of Checks:	21
Total No. of Paid Days:	190		

Run No.	Check Date	Portal & Kronos Post Date	Payroll Due Date	Days Reported		No. of Days
				From	To	
401	08/21/20		08/17/20			
005	08/31/20	08/18/20	08/19/20	08/10/20	08/14/20	5
006	09/15/20	09/01/20	09/02/20	08/17/20	08/28/20	10
007	09/30/20	09/22/20	09/23/20	08/31/20	09/18/20	14
008	10/15/20	10/06/20	10/07/20	09/21/20	10/02/20	10
009	10/30/20	10/20/20	10/21/20	10/05/20	10/16/20	10
010	11/13/20	11/03/20	11/04/20	10/19/20	10/30/20	10
011	11/30/20	11/17/20	11/18/20	11/02/20	11/13/20	9
012	12/11/20	12/01/20	12/02/20	11/16/20	11/27/20	5
013	12/16/20	12/08/20	12/09/20	11/30/20	12/04/20	5
014	01/15/21	01/05/21	01/06/21	12/07/20	01/01/21	10
015	01/29/21	01/19/21	01/20/21	01/04/21	01/15/21	10
016	02/12/21	02/02/21	02/03/21	01/18/21	01/29/21	9
017	02/26/21	02/16/21	02/17/21	02/01/21	02/12/21	10
018	03/12/21	03/02/21	03/03/21	02/15/21	02/26/21	9
019	03/31/21	03/23/21	03/24/21	03/01/21	03/19/21	10
020	04/15/21	04/06/21	04/07/21	03/22/21	04/02/21	10
021	04/30/21	04/20/21	04/21/21	04/05/21	04/16/21	10
022	05/14/21	05/04/21	05/05/21	04/19/21	04/30/21	10
023	05/28/21	05/18/21	05/19/21	05/03/21	05/14/21	10
028	06/15/21	06/01/21	06/02/21	05/17/21	06/04/21	14

**Total Days:** 190

### Clean Up Run

033**	07/14/21	07/06/21	07/07/21		06/30/21
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### Notes:

- 1) Portal & Kronos will post at 8:30am and at 9:00 am, respectively, on posting day (see column 3).
- 1) Payroll timesheets are due into the Payroll Department no later than 3pm on the deadline (see column 3).
- 3) There will be a total of 20 paychecks with benefit deductions.
- 4) \*\* Runs do not have insurance taken out.

# 10 Month, Hourly Paid, BN 196 Day Instructional 2020 - 2021

Contract Range: 8/10/2020 to 6/04/2021  
 No. of Work Days: 190  
 No. of Paid Holidays: 6  
 Total No. of Paid Days: 196

Pay Types: 15  
 Calendar Code: C2  
 No. of Checks: 21

Run No.	Check Date	Portal & Kronos Post Date	Administrator Approval, Payroll Completion Date	Days Reported		No. of Days
				From	To	
401	08/21/20		08/17/20			
005	08/31/20	08/18/20	08/19/20	08/10/20	08/14/20	5
006	09/15/20	09/01/20	09/02/20	08/17/20	08/28/20	10
007	09/30/20	09/22/20	09/23/20	08/31/20	09/18/20	15
008	10/15/20	10/06/20	10/07/20	09/21/20	10/02/20	10
009	10/30/20	10/20/20	10/21/20	10/05/20	10/16/20	10
010	11/13/20	11/03/20	11/04/20	10/19/20	10/30/20	10
011	11/30/20	11/17/20	11/18/20	11/02/20	11/13/20	10
012	12/11/20	12/01/20	12/02/20	11/16/20	11/27/20	6
013	12/16/20	12/08/20	12/09/20	11/30/20	12/04/20	5
014	01/15/21	01/05/21	01/06/21	12/07/20	01/01/21	12
015	01/29/21	01/19/21	01/20/21	01/04/21	01/15/21	10
016	02/12/21	02/02/21	02/03/21	01/18/21	01/29/21	10
017	02/26/21	02/16/21	02/17/21	02/01/21	02/12/21	10
018	03/12/21	03/02/21	03/03/21	02/15/21	02/26/21	9
019	03/31/21	03/23/21	03/24/21	03/01/21	03/19/21	10
020	04/15/21	04/06/21	04/07/21	03/22/21	04/02/21	10
021	04/30/21	04/20/21	04/21/21	04/05/21	04/16/21	10
022	05/14/21	05/04/21	05/05/21	04/19/21	04/30/21	10
023	05/28/21	05/18/21	05/19/21	05/03/21	05/14/21	10
028**	06/15/21	06/01/21	06/02/21	05/17/21	06/04/21	14

**Total Days:** 196

**Clean Up Run**

033**	07/14/21	07/06/21	07/07/21		06/30/21
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**Notes:**

- A) \*\* Runs do not have insurance taken out. There will be a total of 20 paychecks with benefit deductions.
- B) Portal & Kronos will post at 8:15 am on posting day.
- C) Payroll data must be complete and accurate on E21 panel in TERMS by the Payroll Completion Date.
- D) Administrator must approve Payroll on the approval date.

# 9 Month, Hourly Paid, N/B 182 Prof. Support 2020 - 2021

Contract Range: 08/06/2020 to 05/26/2021  
 No. of Work Days: 182  
 No. of Paid Holidays: 0  
 Total No. of Paid Days: 182

Pay Types: **TB, UB**  
 Calendar Code: D4  
 No. of Checks: 21

Run No.	Check Date	Portal & Kronos Post Date	Approval and Payroll Completion Date	Days Reported		No. of Days Reported
				From	To	
004	08/19/20	08/11/20	08/12/20			
005	08/31/20	08/18/20	08/19/20	08/06/20	08/14/20	7
006	09/15/20	09/01/20	09/02/20	08/17/20	08/28/20	10
007	09/30/20	09/22/20	09/23/20	08/31/20	09/18/20	9
008	10/15/20	10/06/20	10/07/20	09/21/20	10/02/20	10
009	10/30/20	10/20/20	10/21/20	10/05/20	10/16/20	8
010	11/13/20	11/03/20	11/04/20	10/19/20	10/30/20	10
011	11/30/20	11/17/20	11/18/20	11/02/20	11/13/20	9
012	12/11/20	12/01/20	12/02/20	11/16/20	11/27/20	5
013	12/16/20	12/08/20	12/09/20	11/30/20	12/04/20	5
014	01/15/21	01/05/21	01/06/21	12/07/20	01/01/21	10
015	01/29/21	01/19/21	01/20/21	01/04/21	01/15/21	9
016	02/12/21	02/02/21	02/03/21	01/18/21	01/29/21	9
017	02/26/21	02/16/21	02/17/21	02/01/21	02/12/21	10
018	03/12/21	03/02/21	03/03/21	02/15/21	02/26/21	9
019	03/31/21	03/23/21	03/24/21	03/01/21	03/19/21	9
020	04/15/21	04/06/21	04/07/21	03/22/21	04/02/21	10
021	04/30/21	04/20/21	04/21/21	04/05/21	04/16/21	10
022	05/14/21	05/04/21	05/05/21	04/19/21	04/30/21	15
023	05/28/21	05/18/21	05/19/21	05/03/21	05/14/21	10
028**	06/15/21	06/01/21	06/02/21	05/17/21	05/26/21	8

**Total Days: 182**

**Clean Up Run**

033**	07/14/21	07/06/21	07/07/21		06/30/21
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**Notes:**

- A) \*\* Runs do not have insurance taken out. There will be a total of 20 paychecks with benefit deductions.
- B) Portal & Kronos will post at 8:15 am on posting day.
- C) Payroll data must be complete and accurate on E21 panel in TERMS by the Payroll Completion Date.
- D) Administrator must approve Payroll on the approval date.

# 9- Month, 188 Day Professional Support Staff Schedule 2020 - 2021

Contract Range:	08/17/2020 to 06/04/2021	Pay Types:	<b>UA, U6</b>	<b>UE, UF</b>
No. of Work Days:	183	Calendar Code:	D3	D3
No. of Paid Holidays:	5	No. of Checks:	20	24
Total No. of Paid Days:	188	Value of Period Pay:	9.4	7.83

Run No.	Check Date	Portal/Kronos Post	Approval Payroll Completion	Days Reported		No. of Days	Paid Thru Date	Paid Thru Date
				From	To			
401	08/21/20		08/12/20				08/31/20	08/28/20
005	08/31/20		08/18/20				09/11/20	09/09/20
006	09/15/20	09/01/20	09/02/20	08/17/20	08/28/20	8	09/24/20	09/21/20
007	09/30/20	09/22/20	09/23/20	08/31/20	09/18/20	15	10/07/20	10/01/20
008	10/15/20	10/06/20	10/07/20	09/21/20	10/02/20	10	10/20/20	10/13/20
009	10/30/20	10/20/20	10/21/20	10/05/20	10/16/20	10	11/02/20	10/22/20
010	11/13/20	11/03/20	11/04/20	10/19/20	10/30/20	10	11/13/20	11/03/20
011	11/30/20	11/17/20	11/18/20	11/02/20	11/13/20	10	12/02/20	11/13/20
012	12/11/20	12/01/20	12/02/20	11/16/20	11/27/20	6	12/15/20	12/01/20
013	12/16/20	12/08/20	12/09/20	11/30/20	12/04/20	5	01/08/21	12/11/20
014	01/15/21	01/05/21	01/06/21	12/07/20	01/01/21	11	01/21/21	01/05/21
015	01/29/21	01/19/21	01/20/21	01/04/21	01/15/21	10	02/03/21	01/14/21
016	02/12/21	02/02/21	02/03/21	01/18/21	01/29/21	10	02/17/21	01/26/21
017	02/26/21	02/16/21	02/17/21	02/01/21	02/12/21	10	03/04/21	02/05/21
018	03/12/21	03/02/21	03/03/21	02/15/21	02/26/21	9	03/25/21	02/17/20
019	03/31/21	03/23/21	03/24/21	03/01/21	03/19/21	10	04/08/21	03/02/21
020	04/15/21	04/06/21	04/07/21	03/22/21	04/02/21	10	04/22/21	03/12/21
021	04/30/21	04/20/21	04/21/21	04/05/21	04/16/21	10	05/06/21	03/30/21
022	05/14/21	05/04/21	05/05/21	04/19/21	04/30/21	10	05/20/21	04/09/21
023	05/28/21	05/18/21	05/19/21	05/03/21	06/04/21	24	06/04/21	04/21/21
024 **	06/04/21							05/03/21
025 **	06/04/21							05/13/21
026 **	06/04/21							05/25/21
027**	06/04/21							06/04/21

**Total Days: 188**

**Clean Up Run**

033	07/14/21	07/06/21	07/07/21		06/30/21
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**Notes:**

- A) \*\* Runs do not have insurance taken out. There will be a total of 20 paychecks with benefit deductions.
- B) Portal & Kronos will post at 8:15 am on posting day.
- C) Payroll data must be complete and accurate on E21 panel in TERMS by the Payroll Completion
- D) Administrator must approve Payroll on the approval date.

## 9 Month, Hourly Paid, N/B 182 Food Serv Asst. 2020 - 2021

Contract Range: 08/19/2020 to 06/04/2021  
 No. of Work Days: 183  
 No. of Paid Holidays: 0  
 Total No. of Paid Days: 183

Pay Types: **T8**  
 Calendar Code: C7  
 No. of Checks: 21

Run No.	Check Date	Portal/Kronos Post	Payroll Completion	Days Reported		No. of Days Reported
				From	To	
401	08/21/20		08/17/20			
005	08/31/20		08/19/20			
006	09/15/20	09/01/20	09/02/20	08/19/20	08/28/20	8
007	09/30/20	09/22/20	09/23/20	08/31/20	09/18/20	14
008	10/15/20	10/06/20	10/07/20	09/21/20	10/02/20	10
009	10/30/20	10/20/20	10/21/20	10/05/20	10/16/20	10
010	11/13/20	11/03/20	11/04/20	10/19/20	10/30/20	10
011	11/30/20	11/17/20	11/18/20	11/02/20	11/13/20	9
012	12/11/20	12/01/20	12/02/20	11/16/20	11/27/20	5
013	12/16/20	12/08/20	12/09/20	11/30/20	12/04/20	5
014	01/15/21	01/05/21	01/06/21	12/07/20	01/01/21	10
015	01/29/21	01/19/21	01/20/21	01/04/21	01/15/21	10
016	02/12/21	02/02/21	02/03/21	01/18/21	01/29/21	9
017	02/26/21	02/16/21	02/17/21	02/01/21	02/12/21	10
018	03/12/21	03/02/21	03/03/21	02/15/21	02/26/21	9
019	03/31/21	03/23/21	03/24/21	03/01/21	03/19/21	10
020	04/15/21	04/06/21	04/07/21	03/22/21	04/02/21	10
021	04/30/21	04/20/21	04/21/21	04/05/21	04/16/21	10
022	05/14/21	05/04/21	05/05/21	04/19/21	04/30/21	10
027	05/28/21	05/18/21	05/19/21	05/03/21	05/14/21	10
028**	06/15/21	06/01/21	06/02/21	05/17/21	06/04/21	14

**Total Days: 183**

**Clean Up Run**

033**	07/14/21	07/06/21	07/07/21		06/30/21
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**Notes:**

- A) \*\* Runs do not have insurance taken out. There will be a total of 20 paychecks with benefit deductions.
- B) Portal & Kronos will post at 8:15 am on posting day.
- C) Payroll data must be complete and accurate on E21 panel in TERMS by the Payroll Completion Date.
- D) Administrator must approve Payroll on the approval date.



# 9- Month, 189 Day Food Support Staff Schedule 2020 - 2021

Contract Range: 08/19/2020 to 06/04/2021  
 No. of Work Days: 183  
 No. of Paid Holidays: 6  
 Total No. of Paid Days: 189

Pay Types: **T7**                      **T2**  
 Calendar Code: C6                      C6  
 No. of Checks: 20                      24  
 Value of Period Pay: 9.4                      7.83

Run No.	Check Date	Portal/Kronos Post	Administrator Approval and Payroll Completion	Days Reported		No. of Days	Paid Thru Date	Paid Thru Date
				From	To			
401	08/21/20						08/31/20	08/28/20
005	08/31/20		08/19/20				09/11/20	09/09/20
006	09/15/20	09/01/20	09/02/20	08/19/20	08/28/20	8	09/24/20	09/21/20
007	09/30/20	09/22/20	09/23/20	08/31/20	09/18/20	15	10/07/20	10/01/20
008	10/15/20	10/06/20	10/07/20	09/21/20	10/02/20	10	10/20/20	10/13/20
009	10/30/20	10/20/20	10/21/20	10/05/20	10/16/20	10	11/02/20	10/22/20
010	11/13/20	11/03/20	11/04/20	10/19/20	10/30/20	10	11/13/20	11/03/20
011	11/30/20	11/17/20	11/18/20	11/02/20	11/13/20	10	12/02/20	11/13/20
012	12/11/20	12/01/20	12/02/20	11/16/20	11/27/20	6	12/15/20	12/01/20
013	12/16/20	12/08/20	12/09/20	11/30/20	12/04/20	5	01/07/21	12/11/20
014	01/15/21	01/05/21	01/06/21	12/07/20	01/01/21	12	01/20/21	01/04/21
015	01/29/21	01/19/21	01/20/21	01/04/21	01/15/21	10	02/03/21	01/13/21
016	02/12/21	02/02/21	02/03/21	01/18/21	01/29/21	10	02/17/21	01/25/21
017	02/26/21	02/16/21	02/17/21	02/01/21	02/12/21	10	03/04/21	02/04/21
018	03/12/21	03/02/21	03/03/21	02/15/21	02/26/21	9	03/25/21	02/16/21
019	03/31/21	03/23/21	03/24/21	03/01/21	03/19/21	10	04/08/21	03/01/21
020	04/15/21	04/06/21	04/07/21	03/22/21	04/02/21	10	04/22/21	03/11/21
021	04/30/21	04/20/21	04/21/21	04/05/21	04/16/21	10	05/06/21	03/29/21
022	05/14/21	05/04/21	05/05/21	04/19/21	04/30/21	10	05/20/21	04/08/21
023	05/28/21	05/18/21	05/19/21	05/03/21	06/04/21	24	06/04/21	04/20/21
024 **	6/4/2021							04/30/21
025 **	6/4/2021							05/12/21
026 **	6/4/2021							05/24/21
027**	6/4/2021							06/04/21

**Total Days: 189**

**Clean Up Run**

033**	07/14/21	07/06/21	07/07/21		06/30/21
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**Notes:**

- A) \*\* Runs do not have insurance taken out. There will be a total of 20 paychecks with benefit deductions.
- B) Portal & Kronos will post at 8:15 am on posting day.
- C) Payroll data must be complete and accurate on E21 panel in TERMS by the Payroll Completion
- D) Administrator must approve Payroll on the approval date.

# 9- Month, 190 Day Transportation Schedule Bus Drivers & Bus Attendants 2020 - 2021

Contract Range:	08/10/2020 to 06/04/2021	Pay Types:	<b>T5, T9</b>	<b>T3, T6</b>
No. of Work Days:	184	Calendar Code:	D1	D1
No. of Paid Holidays:	6	No. of Checks:	20	24
Total No. of Paid Days:	190	Value of Period Pay:	9.4	7.83

Run No.	Check Date	Portal/Kronos Posting Date	Approval and Payroll Completion	Days Reported		No. of Days Reported	Paid Thru Date	Paid Thru Date
				From	To			
400	08/14/20		08/11/20 <small>9AM</small>				08/27/20	08/26/20
005	08/31/20	08/18/20	08/19/20	08/10/20	08/14/20	4	09/08/20	09/04/20
006	09/15/20	09/01/20	09/02/20	08/17/20	08/28/20	5	09/21/20	09/16/20
007	09/30/20	09/22/20	09/23/20	08/31/20	09/18/20	15	10/02/20	09/28/20
008	10/15/20	10/06/20	10/07/20	09/21/20	10/02/20	10	10/15/20	10/08/20
009	10/30/20	10/20/20	10/21/20	10/05/20	10/16/20	10	10/29/20	10/20/20
010	11/13/20	11/03/20	11/04/20	10/19/20	10/30/20	10	11/11/20	10/30/20
011	11/30/20	11/17/20	11/18/20	11/02/20	11/13/20	10	11/30/20	11/11/20
012	12/11/20	12/01/20	12/02/20	11/16/20	11/27/20	6	12/11/20	11/26/20
013	12/16/20	12/08/20	12/09/20	11/30/20	12/04/20	5	01/05/21	12/09/20
014	01/15/21	01/05/21	01/06/21	12/07/20	01/01/21	12	01/18/21	12/25/20
015	01/29/21	01/19/21	01/20/21	01/04/21	01/15/21	10	01/29/21	01/12/21
016	02/12/21	02/02/21	02/03/21	01/18/21	01/29/21	10	02/12/21	01/22/21
017	02/26/21	02/16/21	02/17/21	02/01/21	02/12/21	10	02/26/21	02/03/21
018	03/12/21	03/02/21	03/03/21	02/15/21	02/26/21	9	03/11/21	02/15/21
019	03/31/21	03/23/21	03/24/21	03/01/21	03/19/21	10	03/31/21	02/26/21
020	04/15/21	04/06/21	04/07/21	03/22/21	04/02/21	10	04/14/21	03/10/21
021	04/30/21	04/20/21	04/21/21	04/05/21	04/16/21	10	04/28/21	03/29/21
022	05/14/21	05/04/21	05/05/21	04/19/21	04/30/21	10	05/12/21	04/08/21
023	05/28/21	05/18/21	05/19/21	05/03/21	06/04/21	24	06/04/21	04/20/21
024**	06/04/21							04/30/21
025**	06/04/21							05/12/21
026**	06/04/21							05/24/21
027**	06/04/21							06/04/21

**Total Days:** 190

**Clean Up Run**

033**	07/14/21	07/06/21	07/07/21		06/30/21
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**Notes:**

- A) \*\* Runs do not have insurance taken out. There will be a total of 20 paychecks with benefit deductions.
- B) Portal & Kronos will post at 8:15 am on posting day.
- C) Payroll data must be complete and accurate on E21 panel in TERMS by the Payroll Completion Date.
- D) Administrator must approve Payroll on the approval date.

## Transportation Activities, Extra Pay, Field Trips 2020 - 2021

Run No.	Check Date	Days Reported	
		From	To
002	07/30/20	07/01/20	07/10/20
003	08/14/20	07/20/20	07/24/20
005	08/31/20	07/27/20	08/07/20
006	09/15/20	08/10/20	08/21/20
007	09/30/20	08/24/20	09/04/20
008	10/15/20	09/07/20	09/18/20
009	10/31/20	09/21/20	10/02/20
010	11/13/20	10/05/20	10/16/20
011	11/30/20	10/19/20	10/30/20
012	12/13/20	11/02/20	11/13/20
013	12/16/20	11/16/20	11/27/20
014	01/15/21	11/30/20	12/11/20
015	01/31/21	12/14/20	01/08/21
016	02/12/21	01/11/21	01/22/21
017	02/28/21	01/25/21	02/05/21
018	03/13/21	02/08/21	02/19/21
019	03/31/21	02/22/21	03/05/21
020	04/15/21	03/08/21	03/19/21
021	04/30/21	03/22/21	04/02/21
022	05/15/21	04/05/21	04/16/21
027	05/28/21	04/19/21	04/30/21
030	06/15/21	05/03/21	05/14/21
031	06/30/21	05/17/21	05/28/21
<b>033:Cleanup Run</b>	<b>07/14/21</b>	<b>06/07/21</b>	<b>06/30/21</b>

## 2020 - 2021 Substitute, NB Hourly Schedule

Pay Types: BX, B1

Maximum No. of Work Days 242

Maximum No. of Checks: 24

Contract Range: 07/01/20 - 06/30/20

Run Number	Check Date	Payroll Due Date	Days Reported		No# Days
			From	To	
900	07/21/20	07/01/20	07/01/20	07/10/20	8
901	08/07/20	08/03/21	07/13/20	07/31/20	15
902	08/21/20	8/17/20	08/03/20	08/14/20	10
903	09/04/20	8/31/20	08/17/20	08/28/20	10
904	09/21/20	9/15/20	08/31/20	09/11/20	9
905	10/07/20	9/29/20	09/14/20	09/25/20	10
906	10/21/20	10/13/20	09/28/20	10/09/20	10
907	11/06/20	11/2/20	10/12/20	10/30/20	15
908	11/20/20	11/16/20	11/02/20	11/13/20	9
909	12/07/20	12/1/20	11/16/20	11/27/20	7
910	12/16/20	12/8/20	11/30/20	12/04/20	5
911	01/07/21	12/15/20	12/07/20	01/01/21	10
912	01/21/21	1/12/21	01/04/21	01/08/21	5
913	02/05/21	2/1/21	01/11/21	01/29/21	14
914	02/18/21	2/15/21	02/01/21	02/12/21	10
915	03/05/21	3/1/21	02/15/21	02/26/21	10
916	03/12/21	3/8/21	03/01/21	03/05/21	5
917	04/07/21	3/30/21	03/08/21	03/26/21	14
918	04/21/21	4/13/21	03/29/21	04/09/21	10
919	05/07/21	5/3/21	04/12/21	04/30/21	15
920	05/21/21	5/17/21	05/03/21	05/14/21	10
921	06/07/21	6/1/21	05/17/21	05/28/21	9
922	06/21/21	6/15/21	05/31/21	06/11/21	9
923	07/07/21	7/1/21	06/14/21	06/30/21	13

Total Days

242

Substitute Timesheets are due via email no later than 10 AM.