



BULLETIN

SUBJECT: Payroll Deadlines 2020-21 **2020-21 NO. BS -18**

TO: Principals, Administrators, Office Managers and Administrative Support Staff

DATE: October 7, 2020

PREPARED BY: Tanisha Turner, Director II **DEPARTMENT:** Employee Compensation and Benefits

REVIEWED BY: Monica Garland, Personnel Specialist **APPROVED:** Rose Ramos

Rose Ramos,
Chief Business Officer

The following are the 2020-2021 dates for paperwork due to Human Resource Services and Payroll Services for payroll deadlines:

Payroll Pay Dates S1/Mid-Month Month-End	Absence Reports (1 st - End of Month)	Requisitions for Monthly Payroll	Requisitions for Mid-Month Payroll	Timesheets for Mid-Month Payroll
July 14, 2020 July 15, 2020 July 31, 2020	7-06-20	7-10-20	7-17-20	7-24-20
August 14, 2020 August 31, 2020	8-07-20	8-10-20	8-14-20	8-21-20
September 15, 2020 September 30, 2020	9-09-20	9-10-20	9-18-20	9-25-20
October 15, 2020 October 30, 2020	10-07-20	10-09-20	10-16-20	10-23-20
November 13, 2020 November 20, 2020	11-06-20	11-09-20	11-13-20	11-20-20
December 15, 2020 December 18, 2020	12-07-20	12-10-20	12-11-20	12-18-20
January 15, 2021 January 22, 2021 January 29, 2021	1-08-21	1-11-21	1-15-21	1-25-21
February 12, 2021 February 26, 2021	2-05-21	2-09-21	2-19-21	2-25-21
March 15, 2021 March 26, 2021	3-05-21	3-10-21	3-19-21	3-25-21
April 15, 2021 April 30, 2021	4-07-21	4-13-21	4-16-21	4-23-21
May 14, 2021 May 31, 2021	5-07-21	5-10-21	5-14-21	5-21-21
June 15, 2021 June 30, 2021	6-04-21	6-10-21	6-11-21	6-25-21

If you have any questions, please contact Tanisha Turner, Director II, at (916) 643-7465.