



BULLETIN

SUBJECT: Payroll Deadlines 2021-2022 **2021-22 NO. BS -3**

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

DATE: August 12, 2021

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

REVIEWED BY: Monica Garland, Personnel Specialist **APPROVED:** Jesse Castillo
Jesse Castillo,
Director III, Accounting

The following are the 2021-2022 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, 2021 July 15, 2021 July 30, 2021	7-07-21	7-09-21	7-16-21	7-23-21
August 13, 2021 August 31, 2021	8-06-21	8-10-21	8-13-21	8-25-21
September 15, 2021 September 30, 2021	9-07-21	9-10-21	9-17-21	9-24-21
October 15, 2021 October 29, 2021	10-07-21	10-08-21	10-15-21	10-25-21
November 15, 2021 November 19, 2021	11-05-21	11-09-21	11-12-21	11-19-21
December 15, 2021 December 17, 2021	12-07-21	12-10-21	12-10-21	12-17-21
January 14, 2022 January 21, 2022 January 31, 2022	1-07-22	1-11-22	1-14-22	1-25-22
February 15, 2022 February 28, 2022	2-07-22	2-09-22	2-18-22	2-25-22
March 15, 2022 March 31, 2022	3-07-22	3-10-22	3-18-22	3-25-22
April 13, 2022 April 29, 2022	4-07-22	4-13-22	4-13-22	4-25-22
May 13, 2022 May 31, 2022	5-06-22	5-10-22	5-13-22	5-25-22
June 15, 2022 June 30, 2022	6-07-22	6-10-22	6-10-22	6-24-22

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