



TO: All Employees of the District
 FROM: Payroll Department
 RE: Payroll Schedule for 2021-2022
 Date: May 19, 2021

Payroll Schedule
 2021/2022

<u>Pay Period</u>	<u>Date</u>	
1	July 02, 2021	2 Day Check for 12 Mo. Employees – Limited Deductions
2	July 16, 2021	
3	July 30, 2021	
4	August 13, 2021	1st Teacher P/R - Normal Biweekly Payroll
5	August 27, 2021	
6	September 10, 2021	
7	September 24, 2021	
8	October 08, 2021	
9	October 22, 2021	
10	November 05, 2021	
11	November 19, 2021	
12	December 03, 2021	
13	December 17, 2021	
14	December 30, 2021	3 rd Payroll Limited Deductions
15	January 14, 2022	
16	January 28, 2022	
17	February 11, 2022	
18	February 25, 2022	
19	March 11, 2022	
20	March 25, 2022	
21	April 08, 2022	
22	April 22, 2022	
23	May 6, 2022	
24	May 20, 2022	
25	June 03, 2022	
26	June 17, 2022	"Last Normal Biweekly
27	June 25, 2022	" ¹¹ (5.9 lump sum 26 pay/.5 final 21 pay/10 month employee only)
28	June 30, 2022	9 Day Check for 12 Month Employees

MISSION STATEMENT:

Southampton School District, in partnership with our diverse community, will educate students in a safe, supportive environment and equip them with the knowledge, values and skills to become responsible citizens in a dynamic global society.



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TIMESHEET CUTOFFS

**Timesheets must be submitted by 12:00 pm on the cutoff date
 in order to be paid by the corresponding pay date.**

PLEASE KEEP COPIES OF YOUR TIMESHEETS FOR YOUR OWN RECORDS

<u>Pay Period</u>	<u>Cutoff Date</u>	<u>Pay Date</u>
1	<u>June 25, 2021</u>	<u>July 02, 2021**</u>
2	<u>July 2, 2021</u>	<u>July 16, 2021</u>
3	<u>July 16, 2021</u>	<u>July 30, 2021</u>
4	<u>July 30, 2021</u>	<u>August 13, 2021</u>
5	<u>August 13, 2021</u>	<u>August 27, 2021</u>
6	<u>August 27, 2021</u>	<u>September 10, 2021</u>
7	<u>September 10, 2021</u>	<u>September 24, 2021</u>
8	<u>September 24, 2021</u>	<u>October 08, 2021</u>
9	<u>October 08, 2021</u>	<u>October 22, 2021</u>
10	<u>October 22, 2021</u>	<u>November 05, 2021</u>
11	<u>November 05, 2021</u>	<u>November 19, 2021</u>
12	<u>November 19, 2021</u>	<u>December 03, 2021</u>
13	<u>December 03, 2021</u>	<u>December 17, 2021</u>
14	<u>No Timesheets processed*</u>	<u>December 30, 2021</u>
15	<u>December 30, 2021</u>	<u>January 14, 2022</u>
16	<u>January 14, 2022</u>	<u>January 28, 2022</u>
17	<u>January 28, 2022</u>	<u>February 11, 2022</u>
18	<u>February 11, 2022</u>	<u>February 25, 2022</u>
19	<u>February 25, 2022</u>	<u>March 11, 2022</u>
20	<u>March 11, 2022</u>	<u>March 25, 2022</u>
21	<u>March 25, 2022</u>	<u>April 08, 2022</u>
22	<u>April 08, 2022</u>	<u>April 22, 2022</u>
23	<u>April 22, 2022</u>	<u>May 06, 2022</u>
24	<u>May 06, 2022</u>	<u>May 20, 2022</u>
25	<u>May 20, 2022</u>	<u>June 3, 2022</u>
26	<u>June 3, 2022</u>	<u>June 17, 2022</u>
27	<u>June 17, 2022</u>	<u>1st Payroll in July 2022</u>
28	<u>After June 25, 2022</u>	<u>2nd Payroll on July 2022</u>

*Only Security and Substitute timesheets will be processed for December 30, 2021. No "Extras or Sports" to be processed.

** Limited deductions



Southampton Public School Employees 2021-2022

This is a reminder of the payroll procedures for timesheet submittals.

- **Please keep a copy of your Timesheets for your own records.** This will help ensure you do not exceed your hours (if limited).
- Make sure your Timesheets are legible to read and have the proper signatures and dates. Your time should never overlap.
- It is preferred to use decimals (not fractions) when recording your hours worked.
- Timesheets for the next pay period are due on the day you are paid (**Friday**).
- **Please do not hold Timesheets till the end of year.** This will cause a delay in payment. Timesheets must be submitted in the current school year.
- When submitting your timesheets for a supplemental payment, **a copy of your board approval** should be attached to help expedite your payment. If submitting for a club, please remember to include the mission statement, verification of 30 hours, and student attendance. If your BOE approval states *"with prior approval from Superintendent"* this must also be included.
- Any supplemental pay should be submitted within a two week window of when the duty was completed. This compensation will be included with your regular paycheck.
- In the months of October and November some teachers might reach their FICA limit and will no longer be required to pay FICA for the rest of the year. Once the new calendar year (January) begins FICA deductions will resume.
- When a month has three pay periods, most deductions will NOT be taken on that third check.

If you have any question regarding timesheets please Email: kking@southamptonschools.org

Payroll makes mistakes, please be nice to us ☺

