

NORTHFIELD PUBLIC SCHOOLS 2021-22 PAYROLL CALENDAR

Pay Day	Payroll Period	
July 15, 2021	6/16/21 - 6/30/21	
July 30, 2021	7/01/21 - 7/15/21	
August 13, 2021	7/16/21 - 7/30/21	
August 30, 2021	7/31/21 - 8/13/21	
September 15, 2021	8/14/21 - 8/30/21	
September 30, 2021	8/31/21 - 9/15/21	*
October 15, 2021	9/16/21 - 9/30/21	*
October 29, 2021	10/01/21 - 10/15/21	*
November 15, 2021	10/16/21 - 10/29/21	*
November 30, 2021	10/30/21 - 11/15/21	*
December 15, 2021	11/16/21 - 11/30/21	*
December 30, 2021	12/01/21 - 12/15/21	*
January 14, 2022	12/16/21 - 12/30/21	
January 28, 2022	12/31/21 - 1/14/22	*
February 15, 2022	1/15/22 - 1/28/22	*
February 28, 2022	1/29/22 - 2/15/22	*
March 15, 2022	2/16/22 - 2/28/22	*
March 30, 2022	3/01/22 - 3/15/22	*
April 15, 2022	3/16/22 - 3/30/22	
April 29, 2022	3/31/22 - 4/15/22	*
May 13, 2022	4/16/22 - 4/29/22	*
May 27, 2022	4/30/22 - 5/13/22	*
June 15, 2022	5/14/22 - 5/27/22	*
June 30, 2022	5/28/22 - 6/15/22	

NOTES:

1) ALL PAYROLL DOCUMENTATION MUST BE RECEIVED IN THE DISTRICT OFFICE ON THE AFTERNOON OF THE FOURTH BUSINESS DAY FOLLOWING THE LAST DAY OF THE PAYROLL PERIOD TO GUARANTEE PAYMENT.

2) SUPERVISORS ARE RESPONSIBLE FOR MEETING THIS DEADLINE

3) INCOMPLETE PAYROLL DOCUMENTATION WILL BE RETURNED AT THE DISCRETION OF THE PAYROLL SPECIALIST

4) FRONTLINE TIME & ATTENDANCE APPROVALS FOR PRIOR WEEK (SUN-SAT);

EMPLOYEES = EVERY MONDAY (WEEKLY APPROVAL)

SUPERVISOR = EVERY TUESDAY (WEEKLY APPROVAL)

IT IS THE EMPLOYEES RESPONSIBILITY TO SUBMIT THEIR ELECTRONIC TIMESHEET.

UNSUBMITTED TIMESHEETS WILL NOT BE PAID.

* - THESE PAY DAYS WILL HAVE BENEFIT DEDUCTIONS FOR HOURLY STAFF WHO WORK PRIMARILY ON STUDENT CONTACT DAYS