

TO: All Departments
FROM: David M. Smitherman, County Administrator *Dms/hk*
DATE: June 30, 2020
RE: **PAY SCHEDULE FOR FISCAL YEAR 2020 – 2021**

The following is a list of pay dates for Fiscal Year 2020 - 2021 as well as a list of deadlines for hours, adjustments, or any other items to be changed for that particular payroll. Please note that it is mandatory that all changes be submitted to the Payroll Office by 12:00 NOON on the day of the payroll deadline.

It is the Department's responsibility to submit payroll changes on time, not the responsibility of the payroll and benefits specialist. If any changes are submitted after the 12:00 NOON deadline, they will not be processed until the following pay period.

If you have any questions or concerns, please do not hesitate to contact my office.

DEADLINE FOR PAYROLL INFORMATION

PAY DATE

Wednesday, July 8, 2020
Friday, July 24, 2020

Wednesday, July 15, 2020
Friday, July 31, 2020

Friday, August 7, 2020
Monday, August 24, 2020

Friday, August 14, 2020
Monday, August 31, 2020

Tuesday, September 8, 2020
Wednesday, September 23, 2020

Tuesday, September 15, 2020
Wednesday, September 30, 2020

Thursday, October 8, 2020
Friday, October 23, 2020

Thursday, October 15, 2020
Friday, October 30, 2020

Thursday, November 5, 2020
Thursday, November 19, 2020

Friday, November 13, 2020
Monday, November 30, 2020

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David M. Smitherman, County Administrator
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PAY SCHEDULE FY 2020 – 2021
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DEADLINE FOR PAYROLL INFORMATION

Tuesday, December 8, 2020
Monday, December 21, 2020

Friday, January 8, 2021
Friday, January 22, 2021

Friday, February 5, 2021
Friday, February 19, 2021

Monday, March 8, 2021
Wednesday, March 24, 2021

Thursday, April 8, 2021
Friday, April 23, 2021

Friday, May 7, 2021
Friday, May 21, 2021

Tuesday, June 8, 2021
Wednesday, June 23, 2021

PAY DATE

Tuesday, December 15, 2020
Thursday, December 31, 2020

Friday, January 15, 2021
Friday, January 29, 2021

Friday, February 12, 2021
Friday, February 26, 2021

Monday, March 15, 2021
Wednesday, March 31, 2021

Thursday, April 15, 2021
Friday, April 30, 2021

Friday, May 14, 2021
Friday, May 28, 2021

Tuesday, June 15, 2021
Wednesday, June 30, 2021

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