

# Employee Handbook Updates: 2021-2022

## PAYDAY DEADLINES & SCHEDULE

All regular staff are paid on the 25th of the month or before if the 25th falls on a weekend or holiday. All extra time and absences are reported according to the cutoff dates shown below.

Timesheet employees will be paid for hours worked according to the cutoff dates shown below.

Terminating employees will receive a final check based on the actual number of days worked in the current fiscal year. The termination form and final leave entries must be submitted prior to final payroll calculation.

*For fiscal year end, submit all timecards with hours worked or leave taken on or before June 30th on June 24th, so that time can be charged against the correct fiscal year.*

### 2021-2022 Payday Deadlines & Schedule

Cut-off Dates	Due to Supervisor	Check Issue Date
July 1 - July 3	Jul 6, 2021	Jul 23, 2021
July 4 - Aug 7	Aug 9, 2021	Aug 25, 2021
Aug 8 - Sept 4	Sep 7, 2021	Sep 24, 2021
Sept 5 - Oct 2	Oct 4, 2021	Oct 25, 2021
Oct 3 - Nov 6	Nov 8, 2021	Nov 24, 2021
Nov 7 - Dec 4	Dec 6, 2021	Dec 21, 2021
Dec 5 - Jan 8	Jan 10, 2022	Jan 25, 2022
Jan 9 - Feb 5	Feb 7, 2022	Feb 25, 2022
Feb 6 - Mar 5	Mar 7, 2022	Mar 18, 2022
Mar 6 - Apr 2	Apr 4, 2022	Apr 25, 2022
Apr 3 - May 7	May 9, 2022	May 25, 2022
May 8 - Jun 4	Jun 6, 2022	Jun 24, 2022
Jun 5 - Jun 30	Jun 24, 2022	Jun 30, 2022
July 1 - July 2	Jul 5, 2022	Jul 25, 2022
July 3 - Aug 6	Aug 8, 2022	Aug 25, 2022

To ensure timely pay, data must be received in Payroll by the due date. If the data is not received by the due date, we cannot guarantee it will be processed in a timely manner.

**BEFORE staff begin work, they must have completed their new hire orientation. Federal and State laws require we have complete information before we are able to process a paycheck. If supervisors allow staff to work before ALL paperwork is completed, it may jeopardize staff's ability to perform further work for the ESD.**