

## 2021-2022 PAYROLL SCHEDULE

### TIME REPORTS/OVERTIME REPORTS/HOME INSTRUCTION

Please see the new time report schedule for 2021-2022 below. Time reports are to be submitted weekly and the time reports can be found on the Montclair website under Staff - Payroll.

Please note that this schedule also includes due dates that time reports are to be submitted to your Supervisor, Central Office and finally to Payroll with all approvals. The Dates Worked in the first column will be paid on the Payday indicated in the last column. This process will better help you identify what dates you are being paid for so you can keep track of your payments based on dates worked and payday noted.

As a general rule, dates worked Sunday through Saturday should be submitted to your supervisor by the following Monday and your supervisor should submit to Central Office Wednesday.

| <b>Dates Worked</b> | <b>Due to Supervisor</b> | <b>Due to Central Office</b> | <b>Due to Payroll fully approved</b> | <b>Payday</b> |
|---------------------|--------------------------|------------------------------|--------------------------------------|---------------|
| 07/01/21 - 07/03/21 | 07/06/21                 | 07/08/21                     | 07/12/21                             | 07/30/21      |
| 07/04/21 - 07/10/21 | 07/12/21                 | 07/14/21                     | 07/16/21                             | 07/30/21      |
| 07/11/21 - 07/17/21 | 07/19/21                 | 07/21/21                     | 07/23/21                             | 08/13/21      |
| 07/18/21 - 07/24/21 | 07/26/21                 | 07/28/21                     | 07/30/21                             | 08/13/21      |
| 07/25/21 - 07/31/21 | 08/02/21                 | 08/04/21                     | 08/06/21                             | 08/31/21      |
| 08/01/21 - 08/07/21 | 08/09/21                 | 08/11/21                     | 08/13/21                             | 08/31/21      |
| 08/08/21 - 08/14/21 | 08/16/21                 | 08/18/21                     | 08/20/21                             | 09/15/21      |
| 08/15/21 - 08/21/21 | 08/23/21                 | 08/25/21                     | 08/27/21                             | 09/15/21      |
| 08/22/21 - 08/28/21 | 08/30/21                 | 09/01/21                     | 09/03/21                             | 09/30/21      |
| 08/29/21 - 09/04/21 | 09/09/21                 | 09/10/21                     | 09/14/21                             | 09/30/21      |
| 09/05/21 - 09/11/21 | 09/13/21                 | 09/15/21                     | 09/17/21                             | 09/30/21      |
| 09/12/21 - 09/18/21 | 09/20/21                 | 09/22/21                     | 09/24/21                             | 10/15/21      |
| 09/19/21 - 09/25/21 | 09/27/21                 | 09/29/21                     | 10/01/21                             | 10/15/21      |
| 09/26/21 - 10/02/21 | 10/04/21                 | 10/06/21                     | 10/08/21                             | 10/29/21      |
| 10/03/21 - 10/09/21 | 10/11/21                 | 10/13/21                     | 10/15/21                             | 10/29/21      |
| 10/10/21 - 10/16/21 | 10/18/21                 | 10/20/21                     | 10/22/21                             | 11/15/21      |
| 10/17/21 - 10/23/21 | 10/25/21                 | 10/27/21                     | 10/29/21                             | 11/15/21      |
| 10/24/21 - 10/30/21 | 11/01/21                 | 11/03/21                     | 11/08/21                             | 11/30/21      |
| 10/31/21 - 11/06/21 | 11/08/21                 | 11/10/21                     | 11/12/21                             | 11/30/21      |
| 11/07/21 - 11/13/21 | 11/15/21                 | 11/17/21                     | 11/19/21                             | 12/15/21      |
| 11/14/21 - 11/20/21 | 11/22/21                 | 11/24/21                     | 11/29/21                             | 12/15/21      |
| 11/21/21 - 11/27/21 | 11/29/21                 | 12/01/21                     | 12/03/21                             | 12/23/21      |
| 11/28/21 - 12/04/21 | 12/06/21                 | 12/08/21                     | 12/10/21                             | 12/23/21      |

(continued on next page)

| <b>Dates Worked</b> | <b>Due to Supervisor</b> | <b>Due to Central Office</b> | <b>Due to Payroll fully approved</b> | <b>Payday</b> |
|---------------------|--------------------------|------------------------------|--------------------------------------|---------------|
| 12/05/21 - 12/11/21 | 12/13/21                 | 12/15/21                     | 12/17/21                             | 01/14/22      |
| 12/12/21 - 12/18/21 | 12/20/21                 | 12/22/21                     | 12/23/21                             | 01/14/22      |
| 12/19/21 - 12/25/21 | 12/27/21                 | 01/03/22                     | 01/05/22                             | 01/31/22      |
| 12/26/21 - 01/01/22 | 01/03/22                 | 01/05/22                     | 01/07/22                             | 01/31/22      |
| 01/02/22 - 01/08/22 | 01/10/22                 | 01/12/22                     | 01/14/22                             | 01/31/22      |
| 01/09/22 - 01/15/22 | 01/18/22                 | 01/20/22                     | 01/21/22                             | 02/15/22      |
| 01/16/22 - 01/22/21 | 01/24/22                 | 01/26/22                     | 01/28/22                             | 02/15/22      |
| 01/23/22 - 01/29/22 | 01/31/22                 | 02/02/22                     | 02/04/22                             | 02/28/22      |
| 01/30/22 - 02/05/22 | 02/07/22                 | 02/09/22                     | 02/11/22                             | 02/28/22      |
| 02/06/22 - 02/12/22 | 02/14/22                 | 02/16/22                     | 02/18/22                             | 03/15/22      |
| 02/13/22 - 02/19/22 | 02/22/22                 | 02/24/22                     | 02/28/22                             | 03/15/22      |
| 02/20/22 - 02/26/22 | 02/28/22                 | 03/02/22                     | 03/04/22                             | 03/31/22      |
| 02/27/22 - 03/05/22 | 03/07/22                 | 03/09/22                     | 03/11/22                             | 03/31/22      |
| 03/06/22 - 03/12/22 | 03/14/22                 | 03/16/22                     | 03/18/22                             | 04/14/22      |
| 03/13/22 - 03/19/22 | 03/21/22                 | 03/23/22                     | 03/25/22                             | 04/14/22      |
| 03/20/22 - 03/26/22 | 03/28/22                 | 03/30/22                     | 04/01/22                             | 04/29/22      |
| 03/27/22 - 04/02/22 | 04/04/22                 | 04/06/22                     | 04/08/21                             | 04/29/22      |
| 04/03/22 - 04/09/22 | 04/11/22                 | 04/13/22                     | 04/18/22                             | 05/13/22      |
| 04/10/22 - 04/16/22 | 04/18/22                 | 04/20/22                     | 04/22/22                             | 05/13/22      |
| 04/17/22 - 04/23/22 | 04/25/22                 | 04/27/22                     | 04/29/22                             | 05/31/22      |
| 04/24/22 - 04/30/22 | 05/02/22                 | 05/04/22                     | 05/06/22                             | 05/31/22      |
| 05/01/22 - 05/07/22 | 05/09/22                 | 05/11/22                     | 05/13/22                             | 05/31/22      |
| 05/08/22 - 05/14/22 | 05/16/22                 | 05/18/22                     | 05/20/22                             | 06/15/22      |
| 05/15/22 - 05/21/22 | 05/23/22                 | 05/25/22                     | 05/31/22                             | 06/15/22      |
| 05/22/22 - 05/28/22 | 05/31/22                 | 06/02/22                     | 06/03/22                             | 06/28/22      |
| 05/29/22 - 06/04/22 | 06/06/22                 | 06/08/22                     | 06/10/22                             | 06/28/22      |
| 06/05/22 - 06/11/22 | 06/13/22                 | 06/15/22                     | 06/17/22                             | 06/30/22 *    |
| 06/12/22 - 06/18/22 | 06/21/22                 | 06/22/22                     | 06/23/22                             | 06/30/22 *    |
| 06/19/22 - 06/25/22 | 06/27/22                 | 06/29/22                     | 07/01/22                             | 07/15/22      |
| 06/26/22 - 06/30/22 | 07/05/22                 | 07/06/22                     | 07/08/22                             | 07/29/22      |

\* 06/30/22 Extra Pay payment only (Time Reports, etc). Direct deposit will be in place. Paper checks will be mailed on payday.