

**KETTERING CITY SCHOOL DISTRICT
PAYROLL CALENDAR FOR 2020 - 2021**

<u>PAY DATE</u>	<u>PAY CODE #</u>	<u>PAY PERIOD 12 MONTH EMPLOYEES, SUBSTITUTES, TEMPORARY EMPLOYEES</u>	<u>DATE PAYROLL DUE IN TREASURER'S OFFICE **</u>
9/11/20 Fri	1	August 17 - August 30	August 31 Mon
9/25/20 Fri	2	August 31 - September 13	September 14 Mon
10/9/20 Fri	3	September 14 - September 27	September 28 Mon
10/23/20 Fri	4	September 28 - October 11	October 12 Mon
11/6/20 Fri	5	October 12 - October 25	October 26 Mon
11/20/20 Fri	6	October 26 - November 8	November 9 Mon
12/4/20 Fri	7	November 9 - November 22	November 20 Fri (end of day)**
12/18/20 Fri	8	November 23 - December 6	December 4 Fri (end of day)**
12/30/20 Fri	9	December 7 - December 20	December 21 Mon*
			<i>*(due by 11:00 a.m.) NO EXCEPTIONS</i>
		<u>Schools Only</u>	<u>December 18 Fri (end of day)**</u>
1/15/21 Fri	10	December 21 - January 3	January 4 Mon
1/29/21 Fri	11	January 4 - January 17	January 15 Fri (end of day)**
2/12/21 Fri	12	January 18 - January 31	February 1 Mon
2/26/21 Fri	13	February 1 - February 14	February 12 Fri (end of day)**
3/12/21 Fri	14	February 15 - February 28	March 1 Mon
3/26/21 Fri	15	March 1 - March 14	March 12 Fri (end of day)**
4/9/21 Fri	16	March 15 - March 28	March 29 Mon
4/23/21 Fri	17	March 29 - April 11	April 12 Mon
5/7/21 Fri	18	April 12 - April 25	Apr 26 Mon
5/21/21 Fri	19	April 26 - May 9	May 10 Mon
6/4/21 Fri	20	May 10 - May 23	May 24 Mon
6/18/21 Fri	21	May 24 - June 6	June 7 Mon
7/2/21 Fri	22	June 7 - June 20	June 21 Mon
7/16/21 Fri	23	June 21 - July 4	Jul 2 Fri (end of day)**
7/30/21 Fri	24	July 5 - July 18	July 19 Mon
8/13/21 Fri	25	July 19 - August 1	August 2 Mon
8/27/21 Fri	26	August 2 - August 15	August 16 Mon

****PAYROLL REQUISITIONS MUST BE RECEIVED IN THE PAYROLL OFFICE ON OR BEFORE DUE DATES.**

IMPORTANT PAYROLL INFORMATION

If you wish to make changes to your direct deposit, please contact your department office for the appropriate form.

**PLEASE MAKE THE DIRECT DEPOSIT CHANGE
TWO WEEKS BEFORE THE PAYROLL DATE.**

If you have any questions, please contact the Payroll Department at **499-1416** or **499-1417**.