

Hamilton County School Board 2021-2022 Payroll Schedule

Original 3/23/2021

Michele Aultman, Payroll Specialist

Board Approved: 4/13/2021

Month and Pay Date	Payroll Run #	Submittal Dates (Dates due from Schools/Depts to Payroll)	Transmittal Date (ACH/EFT Transfer to Bank)	Work/Leave Period			
				Begins	Ends		
* 07/15/21	1	07/07/21	07/13/21	06/14/21	07/04/21	3 weeks	
07/30/21	2	07/22/21	07/28/21	07/05/21	07/18/21		
** 08/13/21	3	08/05/21	08/11/21	07/19/21	08/01/21		
08/31/21	4	08/20/21	08/27/21	08/02/21	08/15/21		
09/15/21	5	09/03/21	09/13/21	08/16/21	08/29/21		
09/30/21	6	09/20/21	09/28/21	08/30/21	09/12/21		
10/15/21	7	10/04/21	10/13/21	09/13/21	09/26/21		
10/29/21	8	10/18/21	10/27/21	09/27/21	10/10/21		
11/05/21	9	10/28/21	11/03/21	10/11/21	10/24/21		
11/19/21	10	11/12/21	11/17/21	10/25/21	11/07/21		
12/08/21	11	11/30/21	12/06/21	11/08/21	11/21/21		
12/17/21	12	12/09/21	12/15/21	11/22/21	12/05/21		
01/14/22	13	01/07/22	01/12/22	12/06/21	01/02/22		4 weeks- Includes 2 weeks Winter Break
01/28/22	14	01/21/22	01/26/22	01/03/22	01/16/22		
02/15/22	15	02/07/22	02/11/22	01/17/22	01/30/22		
02/25/22	16	02/17/22	02/23/22	01/31/22	02/13/22		
03/15/22	17	03/04/22	03/11/22	02/14/22	02/27/22		
03/31/22	18	03/21/22	03/29/22	02/28/22	03/13/22		
04/14/22	19	04/04/22	04/12/22	03/14/22	03/27/22		
04/29/22	20	04/14/22	04/27/22	03/28/22	04/10/22		
05/13/22	21	05/05/22	05/11/22	04/11/22	05/01/22	3 weeks w/Spring Brk	
*** 05/20/22	22	N/A	05/18/22	N/A	N/A		
05/27/22	23	05/20/22	05/25/22	05/02/22	05/15/22		
06/15/22	24	06/08/22	06/13/22	05/16/22	06/05/22		3 weeks
*** 06/22/22	25	N/A	06/20/22	N/A	N/A		
06/30/22	26	06/22/22	06/28/22	06/06/22	06/19/22		
				06/20/22	06/30/22	Enter time off through year-end	

- * First Pay Period of Year for 12 mo Contract Employees
- ** First Pay Period of Year for **ALL** other Contract Employees
- *** Payrolls do not include 12 mo Contract Employees

For purposes of calculating additional/overtime worked, payroll weeks start on a Monday and end on a Sunday. Overtime is paid only to non-exempt employees on hours WORKED over 40 hours per week, not including sick/vacation/holiday hours.

Note: Work/Leave period is for substitutes, other compensation and tracking of leave time. It does not indicate the pay period covered for your contract pay. Contract pay is divided by 24 equal payrolls per fiscal year.