

## Katonah-Lewisboro Schools Payroll & Benefits Office

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June 22, 2020

TO: KLSD Employees

FROM: Margaret Taylor

SUBJECT: 2020-2021 Payroll Dates for Non-Salaried Work

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Listed below is the pay schedule for non-salaried work in the 2020-21 school year (i.e. per diem, hourly and overtime pay, chaperoning, class coverage, etc.) Pay requisitions should include the date of service, description of service, hours worked, rate of pay, total, and budget code to be charged. Please refer to your association contract for the correct rate of pay. An appropriate supervisor must approve all pay requisitions. Requisitions missing any of the necessary information will be returned to you. If you would like to receive a separate check you must write **"SEPARATE CHECK"** in the upper right corner of the pay requisition.

<u>Payroll Start Date</u>	<u>Payroll End Date</u>	<u>Due at Payroll Office</u>	<u>Pay Date</u>
06/11/20	06/24/20	06/26/20	07/10/20
06/25/20	07/08/20	07/10/20	07/24/20
07/09/20	07/22/20	07/24/20	08/07/20
07/23/20	08/05/20	08/07/20	08/21/20
08/06/20	08/19/20	08/21/20	09/04/20
08/20/20	09/02/20	09/04/20	09/18/20
09/03/20	09/16/20	09/18/20	10/02/20
09/17/20	09/30/20	10/02/20	10/16/20
10/01/20	10/14/20	10/16/20	10/30/20
10/15/20	10/28/20	10/30/20	11/13/20
10/29/20	11/11/20	11/13/20	11/25/20
11/12/20	11/25/20	11/25/20	12/11/20
11/26/20	12/09/20	12/11/20	12/24/20
12/10/20	12/23/20	12/24/20	01/08/21
12/24/20	01/06/21	01/08/21	01/22/21
01/07/21	01/20/21	01/22/21	02/05/21
01/21/21	02/03/21	02/05/21	02/19/21
02/04/21	02/17/21	02/19/21	03/05/21
02/18/21	03/03/21	03/05/21	03/19/21
03/04/21	03/17/21	03/19/21	03/31/21
03/18/21	03/31/21	03/31/21	04/16/21
04/01/21	04/14/21	04/16/21	04/30/21
04/15/21	04/28/21	04/30/21	05/14/21
04/29/21	05/12/21	05/14/21	05/28/21
05/13/21	05/26/21	05/28/21	06/11/21
05/27/21	06/09/21	06/11/21	06/25/21
06/10/21	06/23/21	06/25/21	07/09/21
06/24/21	07/07/21	07/09/21	07/23/21