

Nebo School District

Classified/Hourly

Payroll Dates 2021-2022

Month	Begin Pay Period	End Pay Period	Payroll Dates
July 2021	06/06/2021	07/10/2021	07/30/2021
August 2021	07/11/2021	08/07/2021	08/31/2021
September 2021	08/08/2021	09/11/2021	09/30/2021
October 2021	09/12/2021	10/16/2021	10/29/2021
November 2021	10/17/2021	11/13/2021	11/30/2021
December 2021	11/14/2021	12/11/2021	12/30/2021
January 2022	12/12/2021	01/15/2022	01/31/2022
February 2022	01/16/2022	02/12/2022	02/28/2022
March 2022	02/13/2022	03/12/2022	03/31/2022
April 2022	03/13/2022	04/16/2022	04/29/2022
May 2022	04/17/2022	05/14/2022	05/31/2022
June 2022	05/15/2022	06/11/2022	06/30/2022
July 2022	06/12/2022	07/09/2022	07/29/2022

- Pay week is Sunday to Saturday -

Please submit all payment requests (vouchers) by the first Friday of every month. Terminations for the prior month should be done by the first day of the pay period also.

Payroll Adjustment forms and payroll changes must be submitted to payroll by the 15th of the month. Any late requests may be processed in the next payroll.

REMINDER: All employees should approve their time/leave daily in the TimeClock System. The final date to approve time and enter leave requests or corrections for the prior week is by midnight on the following Monday.

All MANAGERS should approve their hours and leave requests in TimeClocks for the prior week by midnight on the following Tuesday.

NOTE: Fiscal year-end deadlines are as follows:

June 3rd. All payment requests received by this date will pay on June 30th.

June 10th. All payment requests received by this date will pay on July 31st.

Payment requests not received by June 10th will apply to the 22-23 fiscal year.