

ROSEBURG PUBLIC SCHOOLS
Roseburg, Oregon

May 15, 2020

2020-2021 PAYROLL

CUT-OFF DATES AND PAYDAYS

Payroll cut-off dates are used to process payroll changes, pay extra hours worked and to post absences for leave balances.

- **PAYROLL CHANGES:** All changes such as direct deposit, tax withholding, and other deductions, including health savings accounts and tax-sheltered annuities **must** be received by the payroll cut-off date to be processed on the month end payroll.
- **EXTRA HOURS AND/OR SUB HOURS:** All supplemental hours, overtime hours, and/or substitute hours **must** be turned in by the cut-off date to be processed on the monthly payroll.
- **LEAVE:** All leave will be posted through the payroll cut-off date for the current month end payroll.

Items received after the payroll cut-off date will be processed on a case by case basis.

Cut Off Date	Payday	Notes:
Friday, July 17, 2020	Friday, July 31, 2020	
Friday, August 14, 2020	Monday, August 31, 2020	
Tuesday, September 15, 2020	Wednesday, September 30, 2020	
Thursday, October 15, 2020	Friday, October 30, 2019	
Thursday, November 12, 2020	Monday, November 30, 2020	
Friday, December 4, 2020	Friday, December 18, 2020	Early payday due to holiday/vacation
Friday, January 15, 2021	Friday, January 29, 2021	
Friday, February 12, 2021	Friday, February 26, 2021	
Wednesday, March 17, 2021	Wednesday, March 31, 2021	
Friday, April 16, 2021	Friday, April 30, 2021	
Friday, May 14, 2021	Friday, May 28, 2021	
Friday, June 4, 2021	Friday, June 11, 2021	<u>Licensed Staff only</u> - June payment
Wednesday, June 16, 2021	Wednesday, June 30, 2021	All others receive June payment Less than 12-month Employees: Also receive July or July & August payments (depending on payment plan)