

# 2020-2021 PAY PERIODS

## 21 Pay Teachers

\*12 month Teachers = Sept 4, 2020 to August 20, 2021

\*\*Paras, Cooks, 210 Sec, Int Spec & Subs = Sept 18, 2020 to June 25, 2021

\*\*\*Year around employees are July 1 to June 30 each year.

\*\*\*\*Pay Requests due by Noon on these Wednesdays

Blue squares are pay dates.

Purple identifies everyother pay period.

| JULY 2020 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| SUN       | MON | TUE | WED | THU | FRI | SAT |
|           |     |     | 1   | 2   | 3   | 4   |
| 5         | 6   | 7   | 8   | 9   | 10  | 11  |
| 12        | 13  | 14  | 15  | 16  | 17  | 18  |
| 19        | 20  | 21  | 22  | 23  | 24  | 25  |
| 26        | 27  | 28  | 29  | 30  | 31  |     |

| AUGUST |     |     |     |     |     |     |
|--------|-----|-----|-----|-----|-----|-----|
| SUN    | MON | TUE | WED | THU | FRI | SAT |
|        |     |     |     |     |     | 1   |
| 2      | 3   | 4   | 5   | 6   | 7   | 8   |
| 9      | 10  | 11  | 12  | 13  | 14  | 15  |
| 16     | 17  | 18  | 19  | 20  | 21  | 22  |
| 23     | 24  | 25  | 26  | 27  | 28  | 29  |
| 30     | 31  |     |     |     |     |     |

| SEPTEMBER |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| SUN       | MON | TUE | WED | THU | FRI | SAT |
|           |     | 1   | 2   | 3   | 4   | 5   |
| 6         | 7   | 8   | 9   | 10  | 11  | 12  |
| 13        | 14  | 15  | 16  | 17  | 18  | 19  |
| 20        | 21  | 22  | 23  | 24  | 25  | 26  |
| 27        | 28  | 29  | 30  |     |     |     |

| OCTOBER |     |     |     |     |     |     |
|---------|-----|-----|-----|-----|-----|-----|
| SUN     | MON | TUE | WED | THU | FRI | SAT |
|         |     |     |     | 1   | 2   | 3   |
| 4       | 5   | 6   | 7   | 8   | 9   | 10  |
| 11      | 12  | 13  | 14  | 15  | 16  | 17  |
| 18      | 19  | 20  | 21  | 22  | 23  | 24  |
| 25      | 26  | 27  | 28  | 29  | 30  | 31  |

| NOVEMBER |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|
| SUN      | MON | TUE | WED | THU | FRI | SAT |
| 1        | 2   | 3   | 4   | 5   | 6   | 7   |
| 8        | 9   | 10  | 11  | 12  | 13  | 14  |
| 15       | 16  | 17  | 18  | 19  | 20  | 21  |
| 22       | 23  | 24  | 25  | 26  | 27  | 28  |
| 29       | 30  |     |     |     |     |     |

| DECEMBER |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|
| SUN      | MON | TUE | WED | THU | FRI | SAT |
|          |     | 1   | 2   | 3   | 4   | 5   |
| 6        | 7   | 8   | 9   | 10  | 11  | 12  |
| 13       | 14  | 15  | 16  | 17  | 18  | 19  |
| 20       | 21  | 22  | 23  | 24  | 25  | 26  |
| 27       | 28  | 29  | 30  | 31  |     |     |

| JANUARY 2021 |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|
| SUN          | MON | TUE | WED | THU | FRI | SAT |
|              |     |     |     |     | 1   | 2   |
| 3            | 4   | 5   | 6   | 7   | 8   | 9   |
| 10           | 11  | 12  | 13  | 14  | 15  | 16  |
| 17           | 18  | 19  | 20  | 21  | 22  | 23  |
| 24           | 25  | 26  | 27  | 28  | 29  | 30  |
| 31           |     |     |     |     |     |     |

| FEBRUARY |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|
| SUN      | MON | TUE | WED | THU | FRI | SAT |
|          | 1   | 2   | 3   | 4   | 5   | 6   |
| 7        | 8   | 9   | 10  | 11  | 12  | 13  |
| 14       | 15  | 16  | 17  | 18  | 19  | 20  |
| 21       | 22  | 23  | 24  | 25  | 26  | 27  |
| 28       |     |     |     |     |     |     |

| MARCH |     |     |     |     |     |     |
|-------|-----|-----|-----|-----|-----|-----|
| SUN   | MON | TUE | WED | THU | FRI | SAT |
|       | 1   | 2   | 3   | 4   | 5   | 6   |
| 7     | 8   | 9   | 10  | 11  | 12  | 13  |
| 14    | 15  | 16  | 17  | 18  | 19  | 20  |
| 21    | 22  | 23  | 24  | 25  | 26  | 27  |
| 28    | 29  | 30  | 31  |     |     |     |

| APRIL |     |     |     |     |     |     |
|-------|-----|-----|-----|-----|-----|-----|
| SUN   | MON | TUE | WED | THU | FRI | SAT |
|       |     |     |     | 1   | 2   | 3   |
| 4     | 5   | 6   | 7   | 8   | 9   | 10  |
| 11    | 12  | 13  | 14  | 15  | 16  | 17  |
| 18    | 19  | 20  | 21  | 22  | 23  | 24  |
| 25    | 26  | 27  | 28  | 29  | 30  |     |

| MAY |     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|-----|
| SUN | MON | TUE | WED | THU | FRI | SAT |
|     |     |     |     |     |     | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  |     |     |     |     |     |

| JUNE |     |     |     |     |     |     |
|------|-----|-----|-----|-----|-----|-----|
| SUN  | MON | TUE | WED | THU | FRI | SAT |
|      |     | 1   | 2   | 3   | 4   | 5   |
| 6    | 7   | 8   | 9   | 10  | 11  | 12  |
| 13   | 14  | 15  | 16  | 17  | 18  | 19  |
| 20   | 21  | 22  | 23  | 24  | 25  | 26  |
| 27   | 28  | 29  | 30  |     |     |     |

\*\*Payroll notes on the back of this page.

The School District of Onalaska uses a bi-weekly payroll process.

A pay week is Sunday through Monday. Pay periods are identified by corresponding purple and white blocks on the calendar.

Payday will be every other week on Friday (unless Friday is a Federal Reserve Bank Holiday then payroll will be on Thursday) identified by the blue squares on the calendar.

Hourly staff and Subs are paid the second Friday after the pay period is complete. See blue squares for pay dates on the calendar.

### TEACHERS

Teachers who elected to be paid over 12 months will be paid their contracted amount in 26 equal contract installments beginning September 4, 2020 and ending August 20, 2021.

All other Teachers will be paid their contracted amount over 10 months, 21 paychecks beginning September 4, 2020 and ending on June 11, 2021.

### ADMIN GROUPS

Contracted Administrators, Directors and Mid Level Managers will have their contracted amount paid in 26 equal installments beginning on July 10, 2020 and ending June 25, 2021.

### PARAS, COOKS, 210 SEC, INT SPEC, SUPPORT STAFF & SUBS

All regular hourly employees shall submit their timesheets weekly.

All hourly employees will receive paychecks for hours worked within the dates listed for that paycheck.

### NOTES FOR ALL EMPLOYEES

If an above listed employee would have an approved unpaid day, that day will be docked from the next check.

The monthly employee deduction for insurance will be divided between two paychecks, so the amounts from the two checks will equal the monthly employee portion.

Insurance premiums will not be taken out on the third paycheck of any given month unless to make necessary adjustments.