



GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT

PAY DATES AND REPORTING PERIODS
SEMI-MONTHLY PAYROLL
FOOD & NUTRITION, CUSTODIANS, MAINTENANCE,
ENTRY MONITORS, TRANSPORTATION
AUXILIARY SUBSTITUTES & STUDENT WORKERS
2021-2022

PAY DATES	PAY PERIOD DATES FOR SUPPLEMENTAL PAY	Number of Weeks	SUPERVISORS NEED TO APPROVE BY
Friday, September 03, 2021	08/02/2021 – 08/15/2021	2	08/19/2021
Monday, September 20, 2021	08/16/2021 – 08/29/2021	2	09/09/2021
Tuesday, October 05, 2021	08/30/2021 – 09/12/2021	2	09/22/2021
Wednesday, October 20, 2021	09/13/2021 – 10/03/2021	3	10/07/2021
Friday, November 05, 2021	10/04/2021 – 10/17/2021	2	10/21/2021
Thursday, November 18, 2021	10/18/2021 – 10/31/2021	2	11/04/2021
Friday, December 03, 2021	11/01/2021 – 11/14/2021	2	11/18/2021
Thursday, December 16, 2021	11/15/2021 – 12/05/2021	3	12/08/2021
Wednesday, January 05, 2022	ANNUALIZED PAY ONLY		
Thursday, January 20, 2022	12/06/2021 – 12/26/2021	3	01/07/2022
Friday, February 04, 2022	12/27/2021 – 01/16/2022	3	01/20/2022
Friday, February 18, 2022	01/17/2022 – 02/06/2022	3	02/09/2022
Friday, March 04, 2022	02/07/2022 – 02/20/2022	2	02/24/2022
Friday, March 18, 2022	ANNUALIZED PAY ONLY		
Tuesday, April 05, 2022	02/21/2022 – 03/13/2022	3	03/17/2022
Wednesday, April 20, 2022	03/14/2022 – 04/03/2022	3	04/06/2022
Thursday, May 05, 2022	04/04/2022 – 04/17/2022	2	04/20/2022
Friday, May 20, 2022	04/18/2022 – 05/01/2022	2	05/05/2022
Friday, June 03, 2022	05/02/2022 – 05/15/2022	2	05/19/2022
Monday, June 20, 2022	05/16/2022 – 06/05/2022	3	06/09/2022
Tuesday, July 05, 2022	06/06/2022 – 06/19/2022	2	06/23/2022
Wednesday, July 20, 2022	ANNUALIZED PAY ONLY		
Friday, August 05, 2022	06/20/2022 – 07/10/2022	3	07/21/2022
Friday, August 19, 2022	07/11/2022 – 07/31/2022	3	08/04/2022

- EMPLOYEES MUST SUBMIT THEIR TIMESHEETS ON FRIDAY UNLESS THEY ARE WORKING ON THE WEEKEND. IF SO, TIMESHEET SHOULD BE SUBMITTED BY THE END OF THE DAY SUNDAY.
- STUDENT WORKER TIMESHEETS MUST BE APPROVED BY ASSIGNED TEACHER AND TURNED IN AT THE END OF THE WEEK TO PAYROLL.