

Payroll Reporting Forms - Only

2020-2021 Cutoff & Submission Dates

Extra Duty, Writing Team, Workshops, Tutoring, Homebound/Visits, etc.

Run #	Check Date	Pd Work Days thru Sunday <u>Cut Off Date</u>	Email must be <u>Complete</u> and <u>received by Payroll</u>:	
001	07-15-2020			
002	07-30-2020	07-12-2020	07-15-2020	
003	08-14-2020	07-26-2020	07-29-2020	
004	08-31-2020	08-09-2020	08-12-2020	
005	09-15-2020	08-23-2020	08-26-2020	
006	09-30-2020	09-06-2020	09-09-2020	
007	10-15-2020	09-20-2020	09-23-2020	
008	10-30-2020	10-04-2020	10-07-2020	
009	11-13-2020	10-18-2020	10-21-2020	
010	11-30-2020	11-01-2020	11-04-2020	
011	12-15-2020	11-15-2020	11-18-2020	
012	12/18/2020	12-06-2020	12-09-2020	*limited time to process
013	01-15-2021	12-20-2020	01-04-2021	
014	01-29-2021	01-10-2021	01-13-2021	
015	02-12-2021	01-24-2021	01-27-2021	
016	02-26-2021	02-07-2021	02-10-2021	
017	03-12-2021	02-21-2021	02-24-2021	
018	03-31-2020	03-07-2021	03-09-2021	*limited time to process
019	04-15-2021	03-28-2021	03-29-2021	
020	04-30-2021	04-11-2021	04-13-2021	
021	05-14-2021	04-25-2021	04-28-2021	
022	05-28-2021	05-09-2021	05-12-2021	
023	06-15-2021	05-23-2021	05-26-2021	
024	06-30-2021	06-06-2021	06-09-2021	
025	07-06-2021	06-30-2021	06-30-2021	*limited time to process

no regular
salary

*** Large Submissions may not get processed until the next pay date***

Payroll cannot guarantee pay dates due to high volume and/or coding corrections needed.

All coding gets reviewed prior to being received in Payroll

*** All submissions are required to be uploaded in Excel Format to LCSB-Payroll@lake.k12.fl.us