



Community Unit School District 200 2021 - 2022 Payroll Schedule

Timesheet Period *		Pay Date
*Applies to employees normally paid by timesheet or contractual employees performing work that requires a timesheet to be completed	Timesheets Due to Payroll by:	Pay date is the same for <u>all</u> employees
		07/09/21
		07/23/21
07/01/21 through 07/15/21	07/23/21	08/10/21
07/16/21 through 07/31/21	08/10/21	08/25/21
08/01/21 through 08/15/21	08/25/21	09/10/21
08/16/21 through 08/31/21	09/10/21	09/24/21
09/01/21 through 09/15/21	09/24/21	10/08/21
09/16/21 through 09/30/21	10/08/21	10/25/21
10/01/21 through 10/15/21	10/25/21	11/10/21
10/16/21 through 10/31/21	11/10/21	11/19/21
11/01/21 through 11/15/21	11/19/21	12/10/21
11/16/21 through 11/30/21	12/10/21	12/17/21
12/01/21 through 12/15/21	12/17/21	01/10/22
12/16/21 through 12/31/21	01/10/22	01/25/22
01/01/22 through 01/15/22	01/25/22	02/10/22
01/16/22 through 01/31/22	02/10/22	02/25/22
02/01/22 through 02/15/22	02/25/22	03/10/22
02/16/22 through 02/28/22	03/10/22	03/25/22
03/01/22 through 03/15/22	03/25/22	04/08/22
03/16/22 through 03/31/22	04/08/22	04/25/22
04/01/22 through 04/15/22	04/25/22	05/10/22
04/16/22 through 04/30/22	05/10/22	05/25/22
05/01/22 through 05/15/22	05/25/22	06/10/22
05/16/22 through 05/31/22	06/10/22	06/24/22

Please review all timesheets for accuracy and ensure that proper signatures and account numbers are included before submitting to Payroll. Promptly submit all timesheets by the due dates listed above. **Timesheets for hourly work must BE SUBMITTED NO LATER than NINETY (90) days of work performed.**

June timesheets for all 10-month employees should be processed immediately to assist in final payouts

Payroll Department Contacts:

	Email	Phone #
Roxanne Mildice, Director of Payroll	roxanne.mildice@cusd200.org	(630) 682-2012
Donna Barrow, Payroll Coordinator	donna.barrow@cusd200.org	(630) 682-2011
Becky Lanter, Payroll Clerk	rebecca.lanter@cusd200.org	(630) 682-2030