



PACIFIC GROVE UNIFIED SCHOOL DISTRICT PAY DAY SCHEDULE 2020/2021

Supplemental Payroll	7/10/2020	Friday, July 10, 2020
Regular Payroll	7/31/2020	Friday, July 31, 2020
Supplemental Payroll	8/10/2020	Monday, August 10, 2020
Regular Payroll	8/31/2020	Monday, August 31, 2020
Supplemental Payroll	9/10/2020	Thursday, September 10, 2020
Regular Payroll	9/30/2020	Wednesday, September 30, 2020
Supplemental Payroll	10/9/2020	Friday, October 9, 2020
Regular Payroll	10/30/2020	Friday, October 30, 2020
Supplemental Payroll	11/10/2020	Tuesday, November 10, 2020
Regular Payroll	11/30/2020	Monday, November 30, 2020
Supplemental Payroll	12/10/2020	Thursday, December 10, 2020
Regular Payroll	12/31/2020	Thursday, December 31, 2020
Supplemental Payroll	1/8/2021	Friday, January 8, 2021
Regular Payroll	1/29/2021	Friday, January 29, 2021
Supplemental Payroll	2/10/2021	Wednesday, February 10, 2021
Regular Payroll	2/26/2021	Friday, February 26, 2021
Supplemental Payroll	3/10/2021	Wednesday, March 10, 2021
Regular Payroll	3/31/2021	Wednesday, March 31, 2021
Supplemental Payroll	4/9/2021	Friday, April 9, 2021
Regular Payroll	4/30/2021	Friday, April 30, 2021
Supplemental Payroll	5/10/2021	Monday, May 10, 2021
Regular Payroll	5/28/2021	Friday, May 28, 2021
Supplemental Payroll	6/10/2021	Thursday, June 10, 2021
Regular Payroll	6/30/2021	Wednesday, June 30, 2021

NOTE: Regular payroll pick-up is available at 8:30 AM. Regular payroll includes time sheet pay for substitutes, extra hours and overtime worked for regular employees with the pay period being from the 16th of the month to the 15th of the following month.

*All checks during school closures will be mailed to the address on file.

Supplemental checks are available for pick-up at 1 PM. Any not picked up will be mailed home at approximately 2 PM. Supplemental checks are for special assignments and stipends.

Staff with automatic deposits will have theirs posted on payday, both regular and supplemental payrolls.

Contact the Payroll Department to sign up for direct deposit Payroll@pgusd.org

MONTEREY COUNTY

2020-21 PAYROLL SCHEDULE

DATA ENTRY DEADLINE: REGULAR & MANUAL
(Includes clearing labor errors) SUPPLEMENTAL PAYROLL

WARRANT PICK UP: REGULAR & SUPPLEMENTAL
 MANUAL PAYROLL

JULY			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Thur. 2	Thur. 2	Thur. 2
Sup.	Tue. 7	Fri. 10	Fri. 10
Man.	Wed. 15	Wed. 15	Wed. 15
Reg.	Mon. 27	Thur. 30	Fri. 31
2, 10, 15 - LIABILITY PAYROLLS			

AUGUST			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Wed. 5	Wed. 5	Wed. 5
Sup.	Wed. 5	Mon. 10	Mon. 10
Man.	Fri. 14	Fri. 14	Fri. 14
Reg.	Tue. 25	Fri. 28	Mon. 31

OCTOBER			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Mon. 5	Mon. 5	Mon. 5
Sup.	Tue. 6	Fri. 9	Fri. 9
Man.	Thur. 15	Thur. 15	Thur. 15
Reg.	Mon. 26	Thur. 29	Fri. 30

NOVEMBER			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Thur. 5	Thur. 5	Thur. 5
Sup.	Thur. 5	Tue. 10	Tue. 10
Man.	Fri. 13	Fri. 13	Fri. 13
Reg.	Thur. 19	Wed. 25	Mon. 30

JANUARY			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Tue. 5	Tue. 5	Tue. 5
Sup.	Tue. 5	Fri. 8	Fri. 8
Man.	Fri. 15	Fri. 15	Fri. 15
Reg.	Mon. 25	Thur. 28	Fri. 29

FEBRUARY			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 5	Fri. 5	Fri. 5
Sup.	Fri. 5	Wed. 10	Wed. 10
Man.	Fri. 12	Fri. 12	Fri. 12
Reg.	Mon. 22	Thur. 25	Fri. 26

APRIL			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Mon. 5	Mon. 5	Mon. 5
Sup.	Mon. 5	Fri. 9	Fri. 9
Man.	Thur. 15	Thur. 15	Thur. 15
Reg.	Mon. 26	Thur. 29	Fri. 30

MAY			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Wed. 5	Wed. 5	Wed. 5
Sup.	Wed. 5	Mon. 10	Mon. 10
Man.	Fri. 14	Fri. 14	Fri. 14
Reg.	Mon. 24	Thur. 27	Fri. 28

SCHOOLS

SCHEDULE

PAYROLL 6:00 A.M.
 ROLL 3:00 P.M.

MENTAL PAYROLL 10:00 A.M.
 12:00 (NOON)

SEPTEMBER				
DAY	TYPE	CUT-OFF	PICK UP	PAY DAY
5	Man.	Fri. 4	Fri. 4	Fri. 4
10	Sup.	Fri. 4	Thur. 10	Thur. 10
14	Man.	Mon. 14	Mon. 14	Mon. 14
31	Reg.	Thur. 24	Tue. 29	Wed. 30

DECEMBER				
DAY	TYPE	CUT-OFF	PICK UP	PAY DAY
5	Man.	Fri. 4	Fri. 4	Fri. 4
10	Sup.	Fri. 4	Thur. 10	Thur. 10
13	Man.	Tue. 15	Tue. 15	Tue. 15
30	Reg.	Thur. 17	Tue. 22	Wed. 23
MCOE CLOSED 12/25-12/31				

MARCH				
DAY	TYPE	CUT-OFF	PICK UP	PAY DAY
5	Man.	Fri. 5	Fri. 5	Fri. 5
10	Sup.	Fri. 5	Wed. 10	Wed. 10
12	Man.	Mon. 15	Mon. 15	Mon. 15
26	Reg.	Thur. 25	Tue. 30	Wed. 31

JUNE				
DAY	TYPE	CUT-OFF	PICK UP	PAY DAY
5	Man.	Fri. 4	Fri. 4	Fri. 4
10	Sup.	Mon. 7	Thur. 10	Thur. 10
14	Man.	Tue. 15	Tue. 15	Tue. 15
28	Reg.	Thur. 24	Tue. 29	Wed. 30