

MONTEREY COUNTY SCHOOLS

2021-22 PAYROLL SCHEDULE

DATA ENTRY DEADLINE: <u>(Includes clearing labor errors)</u>	REGULAR & MANUAL PAYROLL SUPPLEMENTAL PAYROLL	6:00 A.M. 3:00 P.M.
WARRANT PICK UP:	REGULAR & SUPPLEMENTAL PAYROLL MANUAL PAYROLL	8:00 A.M.-NOON 10:30 A.M.-1:00 P.M.

JULY			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 2	Fri. 2	Fri. 2
Sup.	Tue. 6	Thur. 8	Fri. 9
Man.	Thur. 15	Thur. 15	Thur. 15
Reg.	Mon. 26	Thur. 29	Fri. 30
2, 9, 15 - LIABILITY PAYROLLS			

AUGUST			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Thur. 5	Thur. 5	Thur. 5
Sup.	Thur. 5	Mon. 9	Tue. 10
Man.	Fri. 13	Fri. 13	Fri. 13
Reg.	Wed. 25	Mon. 30	Tue. 31

SEPTEMBER			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 3	Fri. 3	Fri. 3
Sup.	Tue. 7	Thur. 9	Fri. 10
Man.	Wed. 15	Wed. 15	Wed. 15
Reg.	Fri. 24	Wed. 29	Thur. 30

OCTOBER			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Tue. 5	Tue. 5	Tue. 5
Sup.	Tue. 5	Thur. 7	Fri. 8
Man.	Fri. 15	Fri. 15	Fri. 15
Reg.	Mon. 25	Thur. 28	Fri. 29

NOVEMBER			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 5	Fri. 5	Fri. 5
Sup.	Fri. 5	Tue. 9	Wed. 10
Man.	Mon. 15	Mon. 15	Mon. 15
Reg.	Mon. 22	Mon. 29	Tue. 30

DECEMBER			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 3	Fri. 3	Fri. 3
Sup.	Tue. 7	Thur. 9	Fri. 10
Man.	Wed. 15	Wed. 15	Wed. 15
Reg.	Fri. 17	Wed. 22	Thur. 23
MCOE CLOSED 12/24-12/31			

JANUARY			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Wed. 5	Wed. 5	Wed. 5
Sup.	Wed. 5	Fri. 7	Mon. 10
Man.	Fri. 14	Fri. 14	Fri. 14
Reg.	Tue. 25	Fri. 28	Mon. 31

FEBRUARY			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 4	Fri. 4	Fri. 4
Sup.	Mon. 7	Wed. 9	Thur. 10
Man.	Tue. 15	Tue. 15	Tue. 15
Reg.	Tue. 22	Fri. 25	Mon. 28

MARCH			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 4	Fri. 4	Fri. 4
Sup.	Mon. 7	Wed. 9	Thur. 10
Man.	Tue. 15	Tue. 15	Tue. 15
Reg.	Fri. 25	Wed. 30	Thur. 31

APRIL			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Tue. 5	Tue. 5	Tue. 5
Sup.	Tue. 5	Thur. 7	Fri. 8
Man.	Thur. 14	Thur. 14	Thur. 14
Reg.	Mon. 25	Thur. 28	Fri. 29

MAY			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Thur. 5	Thur. 5	Thur. 5
Sup.	Thur. 5	Mon. 9	Tue. 10
Man.	Fri. 13	Fri. 13	Fri. 13
Reg.	Tue. 24	Fri. 27	Tue. 31

JUNE			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 3	Fri. 3	Fri. 3
Sup.	Tue. 7	Thur. 9	Fri. 10
Man.	Wed. 15	Wed. 15	Wed. 15
Reg.	Fri. 24	Wed. 29	Thur. 30

Man=Manual ♦ Reg=Regular ♦ Sup=Supplemental

Please make sure that your signed Pay01 report is submitted prior to payroll pick-up, which can be emailed to payroll-submit@montereycoe.org or faxed to (831) 753-1616.