

EMPLOYEE PAYROLL
2020 - 2021

Checks Dated / Issued	Pay Period for Classified Employees	Number of Weekdays in Period ¹	Payroll Due Date
* June 18, 2020	May 27 - June 11	12	June 11
July 2, 2020	June 12 - June 28	11	June 25
* July 20, 2020	June 29 - July 12	10	July 13
August 5, 2020	July 13 - July 26	10	July 27
* August 20, 2020	July 27 - August 11	12	August 11
September 4, 2020	August 12 - August 26	11	August 27
* September 18, 2020	August 27 - September 13	12	September 11
October 5, 2020	September 14 - September 27	10	September 28
* October 20, 2020	September 28 - October 11	10	October 13
November 5, 2020	October 12 - October 26	11	October 29
* November 20, 2020	October 27 - November 11	12	November 13
December 4, 2020	November 12 - November 26	11	November 24
* December 17, 2020 ²	November 27 - December 13	11	December 10
January 5, 2021 ³	December 14 - December 27	10	December 18
* January 20, 2021	December 28 - January 10	10	January 13
February 5, 2021	January 11 - January 26	12	January 29
* February 19, 2021	January 27 - February 11	12	February 12
March 5, 2021	February 12 - February 28	11	February 26
* March 18, 2021 ⁴	March 1 - March 14	10	March 11
April 5, 2021	March 15 - March 28	10	March 29
* April 20, 2021	March 29 - April 11	10	April 13
May 5, 2021	April 12 - April 25	10	April 28
* May 20, 2021	April 26 - May 11	12	May 13
June 3, 2021	May 12 - May 26	11	May 28
* June 17, 2021	May 27 - June 13	12	June 10
July 1, 2021	June 14 - June 27	10	June 24
* July 20, 2021	June 28 - July 11	10	July 13
August 5, 2021	July 12 - July 26	11	July 29
* August 20, 2021	July 27 - August 11	12	August 13
September 3, 2021	August 12 - August 26	11	August 27
* September 20, 2021	August 27 - September 12	11	September 13

*: Pay Date for Certified Staff and Substitute Teachers

Checks will only be available at the Education Center during two distribution windows: 7:30 a.m. to 9:00 a.m. and 2:30 p.m. to 4:00 p.m. on each pay date when the Education Center is scheduled to be open. Checks that have not been picked up will be placed in the mail for delivery to home addresses on the afternoon of the scheduled pay date. On pay dates when the Education Center is closed because of a holiday or emergency closure day, no distribution window will be available. On those dates, checks will simply be placed in the mail. Requests to replace lost, stolen or delayed checks are subject to a 5 mail-delivery-day delay.

Employees can access their direct deposit information through the Employee Portal: <https://sd25-bo-apps-new.sd25.us/empportal>

1: This indicates the number of weekdays in the period for which classified hours may be paid. The actual number of paid days is dependent upon the work and holiday schedule of each employee.

2: December 17 payroll:
 All payments will be made on December 17 to give the Payroll Office sufficient time to resolve errors and submit payroll and tax data to the appropriate agencies on December 18.

3: January 5 payroll:
 Payroll will be processed on December 30. All payroll items for 12-month employees must be received by 10:00 a.m. on December 30 in order to be processed. All other locations must submit payroll items / data by December 18.

4: March 18 payroll:
 All payments will be made on March 18 to give the Payroll Office sufficient time to resolve errors and submit payroll and tax data to the appropriate agencies on March 19.