



# Livermore Valley Joint Unified School District 2020-2021 Pay Dates & Deadlines

<u>Month</u>	<u>Timesheet Work Period</u>	<u>Pay Date</u>
July 2020	6/11/20 – 7/10/20	7/31/20
August 2020	7/11/20 – 8/10/20	8/31/20
September 2020	8/11/20 – 9/10/20	9/30/20
October 2020	9/11/20 – 10/10/20	10/30/20
November 2020	10/11/20 – 11/10/20	11/30/20
December 2020	11/11/20 – 12/10/20	12/29/20
January 2021	12/11/20 – 1/10/21	1/29/21
February 2021	1/11/21 – 2/10/21	2/26/21
March 2021	2/11/21 – 3/10/21	3/31/21
April 2021	3/11/21 – 4/10/21	4/30/21
May 2021	4/11/21 – 5/10/21	5/28/21
June 2021	5/11/21 – 6/10/21	6/30/21

## ***Important Payroll Deadlines & Information***

- Timesheets for days worked the 11<sup>th</sup> through the 31<sup>st</sup> are due to payroll on the 1<sup>st</sup> of the next month, or the next business day, by 5:00 PM.
- Timesheets for days worked the 1<sup>st</sup> through the 10<sup>th</sup> are due to payroll on the 11<sup>th</sup>, or the next business day, by 5:00 PM.
- Payroll changes such as W-4, DE-4, direct deposit changes, and credit union deductions are due to payroll on the 10<sup>th</sup> of the month.
- All new direct deposit accounts have a one month test run before they begin.
- 403(b)/457(b) Tax Shelter Annuity changes must be sent to Envoy by the end of the month for changes to take effect the following month.
- Per IRS regulations timesheets must be submitted as worked – **employees cannot hold on to timesheet(s) for submittal at a later date.**
- Timesheets must have employee ID number, employee name and signature; site authorized signature and job assignment description.