

Watauga County Schools Payroll Schedules

2021-2022 School Year

11 & 12 Month Employees

Absence Period Covered	Cut-Off Date	Pay Date	Check Covers
6/14/21-7/18/21	Jul.18	Jul.29	7/1/21-7/31/21
7/19/21-8/15/21	Aug. 15	Aug. 31	8/1/21-8/31/21
8/16/21-9/12/21	Sept. 12	Sept. 30	9/1/21-9/30/21
9/13/21-10/10/21	Oct. 10	Oct. 29	10/1/21-10/31/21
10/11/21-11/7/21	Nov. 7	Nov. 30	11/1/21-11/30/21
11/8/21-12/5/21	Dec. 5	Dec. 17	12/1/21-12/31/21
12/6/21-1/9/22	Jan. 9	Jan. 31	1/1/22-1/31/22
1/10/22-2/6/22	Feb. 6	Feb. 28	2/1/22-2/28/22
2/7/22-3/6/22	Mar. 6	Mar. 31	3/1/22-3/31/22
3/7/22-4/3/22	Apr. 3	Apr. 29	4/1/22-4/30/22
4/4/22-5/8/22	May. 8	May 31	5/1/22-5/31/22
5/9/22-6/12/22	Jun.12	Jun.30	6/1/22-6/30/22

*** 11 Month Employees DO NOT work in July therefore, they will not receive pay in that month**

10 month Salaried Employees

Absence Period Covered	Cut-Off Date	Pay Date	Check Covers
7/19/21-8/15/21	Aug. 15	Aug. 31	8/10/21-9/8/21
8/16/21-9/12/21	Sept. 12	Sept. 30	9/8/21-10/7/21
9/13/21-10/10/21	Oct. 10	Oct. 29	10/8/21-11/8/21
10/11/21-11/7/21	Nov. 7	Nov. 30	11/8/21-12/7/21
11/8/21-12/5/21	Dec. 5	Dec. 17	12/8/21-1/6/22
12/6/21-1/9/22	Jan. 9	Jan. 31	1/6/22-2/4/22
1/10/22-2/6/22	Feb. 6	Feb. 28	2/7/22-3/8/22
2/7/22-3/6/22	Mar. 6	Mar. 31	3/8/22-4/6/22
3/7/22-4/3/22	Apr. 3	Apr. 29	4/7/22-5/6/22
4/4/22-5/8/22	May. 8	May 31	5/6/22-6/7/22
5/9/22-6/12/22	Jun.12	Jun.30	<i>Absence Processing ONLY</i>

10 Month Hourly Employees & Substitutes

Absence Period Covered	Cut-Off Date	Pay Date	Check Covers
7/19/21-8/15/21	Aug. 15	Aug. 31	7/19/21-8/15/21
8/16/21-9/12/21	Sept. 12	Sept. 30	8/16/21-9/12/21
9/13/21-10/10/21	Oct. 10	Oct. 29	9/13/21-10/10/21
10/11/21-11/7/21	Nov. 7	Nov. 30	10/11/21-11/7/21
11/8/21-12/5/21	Dec. 5	Dec. 17	11/8/21-12/5/21
12/6/21-1/9/22	Jan. 9	Jan. 31	12/6/21-1/9/22
1/10/22-2/6/22	Feb. 6	Feb. 28	1/10/22-2/6/22
2/7/22-3/6/22	Mar. 6	Mar. 31	2/7/22-3/6/22
3/7/22-4/3/22	Apr. 3	Apr. 29	3/7/22-4/3/22
4/4/22-5/8/22	May. 8	May 31	4/4/22-5/8/22
5/9/22-6/12/22	Jun.12	Jun.30	5/9/22-6/12/22

Paid Holidays

July 5, September 6, November 11, November 25-26, December 21-24, April 18-19, May 30.

Annual Leave Days

December 20, December 27-31, April 20-22, June 6.

* 10 & 11 month employees - 10 mandatory AL days must be taken as listed on the calendar. Eligible employees **ONLY**

** **ALL** Hourly employees must approve their time sheets by the Cut-Off dates.

*** 10 Month Employees-May Payroll: **ALL** Days without pay and any other projected absences for the remainder of the year must be entered by May 8. **NO EXCEPTIONS**

**** Leave balances **CAN NOT** have a negative balance **INCLUDING** Comp Time.

***** 12 Month Employees earning Comp Time are required to use that balance first.

Contract Dates
12 Month Employees: 7/1/21-6/30/22
11 Month Employees: 8/1/21-6/30/22
10 Month Salaried Employees: 8/10/21-6/6/22
10 Month Hourly Employees: 8/10/21-6/6/22