

Payroll Procedures

ERESC Part-Time Paraprofessionals work 29 hours per week and 5.8 hours per day.

Payroll is deposited twice per month – the 15th and the last day of each month. If the established date falls on a weekend or holiday, you will receive payment on the weekday before that date.

PARAPROFESSIONAL PAYROLL SCHEDULE

2020 - 2021 SCHOOL YEAR

Hourly Period	Time Sheet Due	Pay Date
8/19/2020 - 9/3/2020	9/3/2020	9/15/2020
9/4/2020 - 9/17/2020	9/17/2020	9/30/2020
9/18/2020 - 9/30/2020	9/30/2020	10/15/2020
10/1/2020 - 10/14/2020	10/14/2020	10/30/2020
10/15/2020 - 10/28/2020	10/28/2020	11/13/2020
10/29/2020 - 11/13/2020	11/13/2020	11/30/2020
11/16/2020 - 12/1/2020	12/1/2020	12/15/2020
12/2/2020 - 12/11/2020	12/11/2020	12/31/2020
12/14/2020 - 1/1/2021	12/23/2021	1/15/2021
1/4/2021 - 1/15/2021	1/15/2021	1/29/2021
1/18/2021 - 1/29/2021	1/29/2021	2/11/2021
2/2/2021 - 2/12/2021	2/12/2021	2/26/2021
2/16/2021 - 3/1/2021	3/1/2021	3/15/2021
3/2/2021 - 3/15/2021	3/15/2021	3/31/2021
3/16/2021 - 3/29/2021	3/29/2021	4/15/2021
3/30/2021 - 4/23/2021	4/23/2021	4/30/2021
4/26/2021 - 5/3/2021	5/3/2021	5/14/2021
5/4/2021 - 5/17/2021	5/17/2021	5/28/2021
5/18/2021 - 6/1/2021	6/1/2021	6/15/2021
6/2/2021 - 6/15/2021	6/15/2021	6/30/2021
6/16/2021 - 6/25/2021	6/25/2021	7/15/2021

- ❖ **Upon enrollment** the first pay period is a physical check.
- ❖ Direct Deposits will start after the first pay period.
- ❖ You can access your paystubs on E-portal.