



2021-22 Payroll & Reimbursement Schedule

Month	Payroll Documents Due	Payroll Date	Reimbursement Documents Due	Reimbursement Date
June	Friday, June 4, 2021 <i>*Wed., June 16, 2021 for Summer School (June 2-11)</i>	Friday, June 25, 2021	Wednesday, June 9, 2021	Thursday, June 17, 2021
July	Friday, July 9, 2021 <i>*Fri., July 9, 2021 for Summer School (June 14-July 2)</i>	Friday, July 23, 2021	Wednesday, July 14, 2021	Thursday, July 22, 2021
August	Friday, August 6, 2021	Wednesday, August 25, 2021	Wednesday, August 11, 2021	Thursday, August 19, 2021
September	Friday, September 3, 2021	Friday, September 24, 2021	Wednesday, September 8, 2021	Thursday, September 16, 2021
October	Friday, October 8, 2021	Monday, October 25, 2021	Wednesday, October 13, 2021	Thursday, October 21, 2021
November	Friday, November 5, 2021	Tuesday, November 23, 2021	Wednesday, November 10, 2021	Thursday, November 18, 2021
December	Friday, December 3, 2021	Friday, December 17, 2021	Wednesday, December 8, 2021	Thursday, December 16, 2021
January	Friday, January 7, 2022	Tuesday, January 25, 2022	Wednesday, January 12, 2022	Thursday, January 20, 2022
February	Friday, February 4, 2022	Friday, February 25, 2022	Wednesday, February 9, 2022	Thursday, February 17, 2022
March	Monday, February 28, 2022	Friday, March 25, 2022	Wednesday, March 2, 2022	Thursday, March 10, 2022
April	Friday, April 1, 2022	Monday, April 25, 2022	Wednesday, April 6, 2022	Thursday, April 14, 2022
May	Friday, May 6, 2022	Wednesday, May 25, 2022	Wednesday, May 11, 2022	Thursday, May 19, 2022
June	Friday, June 3, 2022 <i>*Wed., June 15, 2022 for Summer School (June 1-10)</i>	Friday, June 24, 2022	Wednesday, June 8, 2022	Thursday, June 16, 2022
July	Friday, July 8, 2022 <i>*Friday, July 8, 2022 for Summer School (June 13-July 1)</i>	Monday, July 25, 2022	Wednesday, July 13, 2022	Thursday, July 21, 2022
August	Friday, August 5, 2022	Thursday, August 25, 2022	Wednesday, August 10, 2022	Thursday, August 18, 2022

**Designated summer school payroll dates*

Payroll Information

Monthly payroll in the form of direct deposit includes salary for all contracted/at-will employment, club payment, tutoring payment and event work (gate, scores table, custodial, etc.). Direct deposit stubs are available 24/7 by visiting Web Link at sbs.smithville.k12.mo.us.

Contacts:

Amy Anderson
andersoam@smithville.k12.mo.us Ext 7842

Amanda Cole
colea@smithville.k12.mo.us Ext 7039

Reimbursement Information

Reimbursements are paid monthly in the form of a paper check for mileage, purchase of supplies (Pre-approval at building level needed and if purchase order is not used), expense for meals at workshop, conference, etc., vendor payment if purchase order is not used.

Contact:

Cheryl Spears spearsc@smithville.k12.mo.us Ext 7898