

Waukegan Community Unit School District 60
Lincoln Center for Educational Services
1201 North Sheridan Road
Waukegan, Illinois 60085-2009

TO: Principals
FROM: Brian Luosa, Director of Finance
RE: Semi-Monthly cut-off & payment for the 2020-2021 school year

District 60 has a semi-monthly payroll for all substitutes, absent para pay, and employees paid on basis. In order to do this your full and complete cooperation is needed. You must get your data to our Human Resources office on the date indicated below in the second column. If you do not adhere to the schedule, your employees **will not get paid on schedule**. Your cooperation is greatly appreciated.

Work Period	Due in Payroll Office or Human Resources	Pay Date	Payroll Run #
June 13-Jun. 30, 2020	Jul. 6	Jul. 15, 2020	10
July 1-Jul.15	Jul. 20	Jul. 31	20
July 16-Jul. 31	Aug. 6	Aug. 14	30
August 1-Aug. 17	Aug. 21	Aug. 31	40
August 18-Aug. 31	Sept. 4	Sept. 15	50
September 1-Sept. 15	Sept. 21	Sept. 30	60
September 16-Sept. 29	Oct. 2	Oct. 15	70
September 30-Oct. 14	Oct. 21	Oct. 30	80
October 15-Oct. 28	Nov. 2	Nov. 13	90
October 29-Nov. 12	Nov. 16	Nov. 30	100
November 13-Nov. 30	Dec. 4	Dec. 15	110
December 1-Dec. 10	Dec. 14	Dec. 22	120
December 11-Dec. 31	Jan. 7, 2021	Jan. 15, 2021	130
January 1-Jan. 19	Jan. 21	Jan. 29	140
January 20-Feb. 1	Feb. 4	Feb. 12	150
February 2-Feb. 13	Feb. 17	Feb. 26	160
February 14-Feb. 28	Mar. 4	Mar. 15	170
March 1-Mar.12	Mar. 17	Mar. 31	180
March 13-Apr. 1	Apr. 6	Apr. 15	190
April 2-Apr. 16	Apr. 20	Apr. 30	200
April 17-April 30	May 5	May 14	210
May 1-May 14	May 18	May 28	220
May 15-May 29	Jun. 3	Jun. 15	230
May 30-Jun. 12	Jun. 14	Jun. 30	240