

# School District of Holmen

## Appendix - HOURLY

(Nutrition Services; Custodial, Maintenance & Technology; Educational Assistants;  
Office Professionals; Drivers; Hourly Substitutes; and Hourly Coaches)

### 2020-2021 Pay Date Calendar

Please Contact Payroll at (608) 526-1317 with any questions.

Calendar Year Notes	Fiscal Year Pay Number	PAY PERIOD START DATE	PAY PERIOD END DATE	PAY DATE All Hourly Staff	School Year Pay Number	School Year Notes
	Pay 1	06/14/20	06/27/20	07/10/20		
	Pay 2	06/28/20	07/11/20	07/24/20		
	Pay 3	07/12/20	07/25/20	08/07/20		
	Pay 4	07/26/20	08/08/20	08/21/20		
	Pay 5	08/09/20	08/22/20	09/04/20		
	Pay 6	08/23/20	09/05/20	09/18/20	Pay 1	First SY Pay Date
	Pay 7	09/06/20	09/19/20	10/02/20	Pay 2	
	Pay 8	09/20/20	10/03/20	10/16/20	Pay 3	
3rd Payroll	Pay 9	10/04/20	10/17/20	10/30/20	Pay 4	
	Pay 10	10/18/20	10/31/20	11/13/20	Pay 5	
	Pay 11	11/01/20	11/14/20	11/27/20	Pay 6	
	Pay 12	11/15/20	11/28/20	12/11/20	Pay 7	
	Pay 13	11/29/20	12/12/20	12/24/20	Pay 8	
	Pay 14	12/13/20	12/26/20	01/08/21	Pay 9	
	Pay 15	12/27/20	01/09/21	01/22/21	Pay 10	
	Pay 16	01/10/21	01/23/21	02/05/21	Pay 11	
	Pay 17	01/24/21	02/06/21	02/19/21	Pay 12	
	Pay 18	02/07/21	02/20/21	03/05/21	Pay 13	
	Pay 19	02/21/21	03/06/21	03/19/21	Pay 14	
	Pay 20	03/07/21	03/20/21	04/02/21	Pay 15	
	Pay 21	03/21/21	04/03/21	04/16/21	Pay 16	
3rd Payroll	Pay 22	04/04/21	04/17/21	04/30/21	Pay 17	
	Pay 23	04/18/21	05/01/21	05/14/21	Pay 18	
	Pay 24	05/02/21	05/15/21	05/28/21	Pay 19	
	Pay 25	05/16/21	05/29/21	06/11/21	Pay 20	
	Pay 26	05/30/21	06/12/21	06/25/21	Pay 21*	Final SY Pay Date

Calendar Year Deduction Notes
<p><b>Calendar Year</b> employees shall <b>not</b> have insurance deductions, HSA, or Flexible Spending payments on the third payroll deposit in a month.</p> <p><b>Alternate Benefit Plan [ABP]</b> is paid on each regularly scheduled pay date in the contract year. (See Employee Handbook for details)</p>
Flexible Spending Accounts - All Hourly
<p>Flexible Spending Accounts are calculated by deducting the elected amount by 20 pay dates for School Year employees and 24 pay dates for Year Round employees during the period of election.</p>

School Year Deduction Notes
<p><b>School Year</b> employees have insurance deductions on the <b>first (20)</b> payroll dates in a School Year. To cover the months of July and August, five (5) times the insurance deduction will be taken on the final check of the school year (06/11/21) <b>except Health Insurance</b>. * <b>The 06/25/21 pay date will have no insurance deductions, HSA, or Flexible Spending.</b></p> <p>Since Health Insurance is substantially larger, an additional Summer Health deduction will be taken at 1/20<sup>th</sup> of the amount due for July and August on each paycheck during the School year. (New employees starting midyear who elect Health Insurance will have the Summer Health deduction due for July and August divided by the remaining pay dates for the School Year.)</p> <p><b>**A one-time adjustment will be made for Summer Health on the 06/11/21 pay date to reflect the new premium rate that starts on July 1st.</b></p>

Employee Handbook Reference: [Section 6 - Pay Periods, Payroll Dates](#)

Created by: [Payroll Accounting Specialist](#)