

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 2021-2022 school year

District 60 has a semi-monthly payroll for all substitutes, absent para pay, and employees paid on an hourly basis. In order to do this your full and complete cooperation is needed. You must get your data to the Payroll or Human Resources office on the date indicated below in the second column. If you do not adhere to this 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, 2021	10
July 1-Jul.15	Jul. 20	Jul. 29	20
July 16-Jul. 31	Aug. 4	Aug. 13	30
August 1-Aug. 17	Aug. 20	Aug. 31	40
August 18-Aug. 31	Sept. 3	Sept. 15	50
September 1-Sept. 15	Sept. 20	Sept. 30	60
September 16-Sept. 29	Oct. 4	Oct. 15	70
September 30-Oct. 14	Oct. 19	Oct. 29	80
October 15-Oct. 28	Nov. 2	Nov. 15	90
October 29-Nov. 10	Nov. 15	Nov. 30	100
November 11-Nov. 29	Dec. 3	Dec. 15	110
November 30-Dec. 10	Dec. 13	Dec. 21	120
December 11-Dec. 31	Jan. 7, 2022	Jan. 14, 2022	130
January 1-Jan. 19	Jan. 21	Jan. 31	140
January 20-Feb. 1	Feb. 4	Feb. 15	150
February 2-Feb. 14	Feb. 17	Feb. 28	160
February 15-Feb. 28	Mar. 4	Mar. 15	170
March 1-Mar.12	Mar. 17	Mar. 31	180
March 13-Mar. 31	Apr. 5	Apr. 14	190
April 1-Apr. 14	Apr. 19	Apr. 29	200
April 15-April 28	May 3	May 13	210
April 29-May 12	May 18	May 31	220
May 13-May 26	Jun. 1	Jun. 15	230
May 27-Jun. 10	Jun. 14	Jun. 30	240