



Ranger College  
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## Payroll Periods

| Ranger College<br>2020-2021 Payroll Schedule |                      |                 |
|--|----------------------|-----------------|
| Beginning<br>Pay Period                      | Ending<br>Pay Period | Payroll<br>Date |
| 8/10/2020                                    | 9/9/2020             | 9/25/2020       |
| 9/10/2020                                    | 10/9/2020            | 10/23/2020      |
| 10/10/2020                                   | 11/9/2020            | 11/20/2020      |
| 11/10/2020                                   | 12/9/2020            | 12/17/2020      |
| 12/10/2020                                   | 1/9/2021             | 1/25/2021       |
| 1/10/2021                                    | 2/9/2021             | 2/25/2021       |
| 2/10/2021                                    | 3/9/2021             | 3/25/2021       |
| 3/10/2021                                    | 4/9/2021             | 4/23/2021       |
| 4/10/2021                                    | 5/9/2021             | 5/25/2021       |
| 5/10/2021                                    | 6/9/2021             | 6/24/2021       |
| 6/10/2021                                    | 7/9/2021             | 7/22/2021       |
| 7/10/2021                                    | 8/9/2021             | 8/25/2021       |

### Termination Pay

When an employee is terminated from the payroll on a day that is not the end of a payroll period, they will be paid from the ending date of the previous payroll period to the date of termination. The employee's pay will be prorated by finding the hourly rate from the annual salary of the employee and multiplying it by the number of hours worked, including holidays, in the current pay period.

### First Payroll after Hiring

When an employee begins work on a day that is not the start of a payroll period, they will be paid a prorated amount. This amount will be calculated by finding the hourly rate and multiplying it by the number of hours worked in the current pay period.

### Time Sheets

Time sheet dates must use the payroll cut-off date of the 9<sup>th</sup> of every month. Supervisor approved time sheets must be turned in the very next working morning for timely payroll processing.