

SUPPORT STAFF

2018 - 2019

SECRETARIES, CUSTODIANS, AIDES, AND CAFETERIA WORKERS

		Time Sheet Due to		
Reporting Period		Central Office	Revisions Due by 12PM	Pay Date
July 1	July 7	June 27*	July 9	July 13
July 8	July 21	July 17	July 20	July 27
July 22	Aug. 4	July 31	August 3*	August 10
Aug. 5	Aug. 18	August 14	August 17	August 24
Aug. 19	Sept. 1	August 27*	August 30*	Sept. 7
Sept. 2	Sept. 15	Sept. 11	Sept 14	Sept. 21
Sept. 16	Sept. 29	Sept. 24*	Sept 27*	October 5
Sept. 30	Oct. 13	October 9	Oct 12	October 19
Oct. 14	Oct. 27	October 23	Oct 26	November 2
Oct. 28	Nov. 10	November 5*	Nov 9	November 16
Nov. 11	Nov. 24	November 14*	Nov 20	November 30
Nov. 25	Dec. 8	December 4	Dec 7	December 14
Dec. 9	Dec. 22	December 12*	Dec 18*	December 28
Dec. 23	Jan. 5	January 2	Jan 4	January 11
Jan. 6	Jan. 19	January 14	Jan 17*	January 25
Jan. 20	Feb. 2	January 29	Feb 1*	February 8
Feb. 3	Feb. 16	February 11*	Feb 14*	February 22
Feb. 17	Mar. 2	February 26	Mar 1	March 8
Mar. 3	Mar. 16	March 12	Mar 15	March 22
Mar. 17	Mar. 30	March 19*	Apr 1	April 5
Mar. 31	Apr. 13	April 8*	Apr 11*	April 18*
Apr. 14	Apr. 27	April 23	Apr 26	May 3
Apr. 28	May 11	May 7	May 10	May 17
May 12	May 25	May 20*	May 23*	May 31
May 26	June 8	June 4	June 7	June 14
June 9	June 30 *	June 18	June 21	June 28

1. Time sheets need to be turned in on **Tuesday**, but completed through Friday.
2. Individuals will not receive a check unless a time sheet is turned in. If it is impossible to get a time sheet to the Central Office, call or **fax the information (615-904-3772)**.
or scan and email to coxb@rcschools.net (Bonnie Cox).
3. When an employee takes a leave day, please complete the necessary form and attach it to the time sheet. **Be sure to indicate the leave day on the time sheet.**
4. All new employees should complete an employment packet in the Personnel Office. If there is name change, contact personnel for the appropriate forms.
5. Non-contributory retirement is offered for all full-time employees.
6. Salaries are based on the salary schedule. Each school will be allocated custodial and secretarial hours. Please keep a record of hours allocated minus hours used.
7. If an employee terminates, please send a letter of resignation to the Personnel Office.
And send a revised timesheet to Payroll.
8. Holiday pay is based on Vacations and Holidays Policy 5.310
9. If an employee is out sick during the current pay period after time sheets have been submitted, fill out the appropriate forms **immediately** and forward them to the payroll department for accurate and timely reporting. **Please do not wait until the next pay period.**
10. Revisions are due to payroll **NO LATER than 12 pm** on the revision due date. Anything after 12 will go on the next payroll.

*** Indicates change in regular reporting period, timesheet due date, or pay date.**