

# PAYROLL CUT-OFF DATES

## 2018-2019 SCHOOL YEAR

### REGULAR & SUBSTITUTE PERSONNEL

<i><b>TIME SHEET/CLOCK</b></i> <small>SHOULD INCLUDE THESE DATES</small>	<i><b>PAYROLL PAY DATE</b></i> <small>Last work day of the month</small>	<i><b># OF WORK DAYS</b></i>
<b>MONDAY-SUNDAY</b>		
JUN 04 - JUL 01	7/31/2018	20
JUL 02 - AUG 5	8/31/2018	24
AUG 06 - SEPT 02	9/28/2018	20
SEPT 03 - SEPT 30	10/31/2018	19
OCT 01 - OCT 28	11/30/2018	20
OCT 29 - NOV 25	12/21/2018	15
NOV 26 - DEC 30	1/31/2019	20
DEC 31 - JAN 27	2/28/2019	14
JAN 28 - FEB 24	3/29/2019	20
FEB 25 - MAR 31	4/30/2019	20
APR 01 - APR 28	5/31/2019	19
APR 29 - JUN 02	6/28/2019	24
JUN 03 - JUN 30	7/31/2019	20
JUL 01 - AUG 04	8/30/2019	24

# PAYROLL CUT-OFF DATES

## 2018-2019 SCHOOL YEAR

### PART - TIME 235-DAY ANNUALIZED EMPLOYEES

<i><b>TIME SHEET/CLOCK</b></i> SHOULD INCLUDE THESE DATES	<i><b>PAYROLL PAY DATE</b></i> Last work day of the month	<i><b># OF WORK DAYS</b></i>	<i><b># OF HOURS</b></i>
<b>MONDAY-SUNDAY</b>			
JUN 04 - JUL 01	7/31/2018	20	80
JUL 02 - AUG 5	8/31/2018	24	96
AUG 06 - SEPT 02	9/28/2018	20	80
SEPT 03 - SEPT 30	10/31/2018	19	76
OCT 01 - OCT 28	11/30/2018	20	80
OCT 29 - NOV 25	12/21/2018	15	60
NOV 26 - DEC 30	1/31/2019	20	80
DEC 31 - JAN 27	2/28/2019	14	56
JAN 28 - FEB 24	3/29/2019	20	80
FEB 25 - MAR 31	4/30/2019	20	80
APR 01 - APR 28	5/31/2019	19	76
APR 29 - JUN 02	6/28/2019	24	96
JUN 03 - JUN 30	7/31/2019	20	80
JUL 01 - AUG 04	8/30/2019	24	96