

## SUPPORT STAFF

2019 - 2020

## SECRETARIES, CUSTODIANS, AIDES, AND CAFETERIA WORKERS

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

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](mailto: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 10am** on the revision due date. Anything after 10am will go on the next payroll.

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