

2018-2019 PAYROLL SCHEDULE

Time Sheets are due *in* the payroll office by **NOON** on the date indicated. Please hand deliver so they arrive on time.

Please note that all pay and due dates are tentative and subject to change

| MONTH | CLASSIFIED HOURLY TIME SHEET DUE | CLASSIFIED HOURLY PAYDATE | CLASSIFIED MONTHLY TIME SHEET DUE | CLASSIFIED MONTHLY PAYDATE | CERTIFICATED MONTHLY TIME SHEET DUE | CERTIFICATED MONTHLY PAYDATE | CERTIFICATED SUBS & HOME TEACHER |
|------------------|---|--|--|---|--|---|---|
| AUGUST | 15TH (8/1-8/15) 31ST (8/16-8/31) | 8/24 9/10 | ESA 31ST (8/1-8/31) | 8/24 9/10 | 8/20-8/22 DUE 8/22 | 9/4 | |
| SEPTEMBER | 14TH (9/1 - 9/15) 28TH (9/16 - 9/30) | 9/25 10/10 | ESA 28TH (9/1 - 9/30) | 9/25 10/10 | 8/23-9/14 DUE 9/14 | 10/1 | DUE 9/25 PAY 10/5 |
| OCTOBER | 15TH (10/1 - 10/15) 31ST (10/16 - 10/31) | 10/25 11/9 | ESA 31ST (10/1 - 10/31) | 10/25 11/9 | 9/17-10/19 DUE 10/19 | 11/1 | DUE 10/25 PAY 11/5/2018 |
| NOVEMBER | 15TH (11/1 - 11/15) 30TH (11/16 - 11/30) | 11/20 12/10 | ESA 30TH (11/1 - 11/30) | 11/20 12/10 | 10/22-11/16 DUE 11/16 | 12/3 | DUE 11/16 PAY 12/5 |
| DECEMBER | 14TH (12/1 - 12/15) 20TH(12/16 - 12/31) | 12/21 1/10 | ESA 20TH (12/1 - 12/31) | 12/21 1/10 | 11/26-12/14 DUE 12/14 | 1/2 | DUE 12/20 PAY 1/4/2018 |
| JANUARY | 15TH (1/1 - 1/15) 31ST (1/16 - 1/31) | 1/25 2/8 | ESA 31ST (1/1 - 1/31) | 1/25 2/8 | 12/17-1/18 DUE 1/18 | 2/1 | DUE 1/25 PAY 2/5 |
| FEBRUARY | 15TH (2/1 - 2/15) 28TH (2/16 - 2/28) | 2/25 3/8 | ESA 28TH (2/1 - 2/28) | 2/25 3/8 | 1/22-2/15 DUE 2/15 | 3/1 | DUE 2/25 PAY 3/5 |
| MARCH | 15TH (3/1 - 3/15) 29TH (3/16 -3/31) | 3/25 4/10 | ESA 29TH (3/1 - 3/31) | 3/25 4/10 | 2/25-3/15 DUE 3/15 | 4/1 | DUE 3/25 PAY 4/5 |
| APRIL | 15TH (4/1 - 4/15) 30TH (4/16 - 4/30) | 4/25 5/10 | ESA 30TH (4/16 - 4/30) | 4/25 5/10 | 3/18-4/12 DUE 4/12 | 5/1 | DUE 4/25 PAY 5/3 |
| MAY | 15TH (5/1 - 5/15) 31ST (5/16 - 5/31) | 5/24 6/10 | ESA 31ST (5/1 - 5/31) | 5/24 6/10 | 4/15-5/17 DUE 5/17 | 6/3 | DUE 5/24 PAY 6/5 |
| JUNE | 14TH (6/1 - 6/15) 28TH IF WORKING | 6/25 7/10 | ESA 28TH (6/1 - 6/30) | 6/25 7/10 | 5/20-6/14 DUE 6/14 | 7/1 | DUE 6/14 PAY 7/5 |

*** ALL PAYROLL FORMS AND TIME SHEETS MUST BE SIGNED, BY BOTH EMPLOYEE AND SUPERVISOR.
FORMS WITHOUT SIGNATURES WILL NOT BE PROCESSED**