

2018-2019 OTHER PAYROLL DUE DATES

Additional Hours, Substitutes, Adult/Home School Staff, Changes to Setup (Taxes/403b/Bank Accts)

Timecards & Authorizations Due to Payroll	Pay Period	Payday
Tuesday, July 10, 4pm	7/1-7/10	Tuesday 7/31/18
Thursday, August 9, 4pm	7/11-8/10	Friday 8/31/18
Monday, September 10, 4pm	8/11-9/10	Friday 9/28/18
Wednesday, October 10, 4pm	9/11-10/10	Wednesday 10/31/18
Friday, November 2, 4pm**	10/11-11/3*	Friday 11/30/18
Tuesday, December 4, 4pm	11/4-12/4*	Friday 12/21/18 - Classified
Tuesday, December 4, 4pm	11/4-12/4*	Wednesday 1/2/19 - Certificated
Thursday, January 10, 4pm	12/5-1/10	Thursday 1/31/19
Thursday, February 7, 4pm	1/11-2/7*	Thursday 2/28/19
Friday, March 8, 4pm **	2/8-3/10	Friday 3/29/19
Wednesday, April 10, 4pm	3/11-4/10	Tuesday 4/30/19
Friday, May 10, 4pm	4/11-5/10	Friday 5/31/19
Monday, June 10, 4pm	5/11-6/10	Thursday 6/27/19
n/a	Deferred Net - July	Thursday 6/27/19
n/a	Deferred Net - August	Thursday 6/27/19
Friday, June 28, 4pm **	6/11-6/30	Wednesday 7/17/19

Notes:

- (1) * Please note the early cutoff for timecards during November, December, & February.
- (2) ** For employees who work through the weekend, time cards are due the following Monday at 9am.
- (3) Timecards must include all pertinent information such as: site, date, substituted for, reason or school business, and signatures. Also be sure to include time in, time out, and total time worked.
- (4) On authorizations, please include all pertinent information such as: site, date, employee, sub, account code, reason, and signatures.
- (5) Timecards received after the due date may be paid on the next payroll.
- (6) Original signatures are required. Please do not use a signature stamp.