

2018-19 PAYROLL ATTENDANCE REPORTING DUE DATES

For GREEN Time Card/Sheet Monthly Assignment Attendance Reporting and Absence Certificates

Timecards & Absence Certificates Due to Payroll	Reporting Period	Payday
Last work day in July or 7/31	7/1 - 7/31	Tuesday 7/31/18
Last work day in August or 8/31	8/1 - 8/31	Friday 8/31/18
Last work day in September or 9/30	9/1 - 9/30	Friday 9/28/18
Last work day in October or 10/31	10/1 - 10/31	Wednesday 10/31/18
Last work day in November or 11/30	11/1 - 11/30	Friday 11/30/18
Last work day in December or 12/31	12/1 - 12/31	Friday 12/21/18 Classified*
Last work day in December or 12/31	12/1 - 12/31	Wednesday 1/2/19 Certificated*
Last work day in January or 1/31	1/1 - 1/31	Thursday 1/31/19
Last work day in February or 2/29	2/1 - 2/28	Thursday 2/28/19
Last work day in March or 3/31	3/1 - 3/31	Friday 3/29/19
Last work day in April or 4/30	4/1 - 4/30	Tuesday 4/30/19
Last work day in May or 5/31	5/1 - 5/31	Friday 5/31/19
Last work day in June or 6/30	6/1 - 6/30	Thursday 6/27/19

Notes:

- (1) * For the month of December, Classified and Classified Management employees will be paid prior to Districtwide shut down.
- (2) *For the month of December, Certificated and Certificated Management employees will be paid the first work day after New Year
- (3) Timecards must include all pertinent information such as: Full Legal Name, Employee ID, Assignment, leave reason or school business, and signatures. Also be sure to include time in, time out, and total time worked.
- (4) All extra hours worked beyond regular work hours must be reported on a separate WHITE time card with pre-approved authoriz
- (5) Original signatures are required. Please do not use a signature stamp.