

PAYROLL SCHEDULE 2018-2019 SCHOOL YEAR

PAY DATE: MONTH	DATE	DAY	PAYROLL NUMBER		PAYROLL NUMBER	PAYROLL NUMBER		TIME SHEET
			ADMIN & PRINCIPAL		INSTRUCTIONAL	NON-INSTRUCTIONAL		DEADLINE
			12M	10 M	10 MONTHS	12 MO	10 MO	DATE
JULY 2018 JULY	12	THURS	1			1		6/29/2018
	26	THURS	2			2		7/13/2018
AUGUST AUGUST	9	THURS	3			3		7/27/18
	23	THURS	4			4		8/10/2018
SEPT SEPT	6	THURS	5	*1	*1	5	*1	8/24/2018
	20	THURS	6	2	2	6	2	9/7/2018
OCT OCT	4	THURS	7	3	3	7	3	9/21/2018
	18	THURS	8	4	4	8	4	10/5/2018
NOV NOV NOV	1	THURS	9	5	5	9	5	10/19/2018
	15	THURS	10	6	6	10	6	11/2/2018
	29	THURS	11	7	7	11	7	11/16/2018
DEC DEC	13	THURS	12	8	8	12	8	11/30/2018
	21	FRI	13	9	9	13	9	12/14/2018
JAN 2019 JAN	10	THURS	14	10	10	14	10	1/2/2019
	24	THURS	15	11	11	15	11	1/11/2019
FEB FEB	7	THURS	16	12	12	16	12	1/25/2019
	15	FRI	17	13	13	17	13	2/8/2019
MARCH MARCH	7	THURS	18	14	14	18	14	2/25/2019
	21	THURS	19	15	15	19	15	3/8/2019
APRIL APRIL	4	THURS	20	16	16	20	16	3/22/2019
	18	THURS	21	17	17	21	17	4/5/2019
MAY MAY MAY	2	THURS	22	18	18	22	18	4/18/2019
	16	THURS	23	19	19	23	19	5/3/2019
	30	THURS	24	20	20	24	20	5/17/2019
JUNE JUNE	13	THURS	25	21	21	25	21	5/31/2019
	27	THURS	26	22	22	26	22	6/14/2019

TIME SHEETS MUST BE IN THE PAYROLL OFFICE BY THE TIME SHEET DEADLINE DATE TO INSURE PAYMENT

ALL DIRECT DEPOSIT PARTICIPANTS: Please make note, due to some of the Holiday Schedules there may **NOT** be enough time to process direct deposit. Should that happen, you will be given a **NEGOTIABLE CHECK**. -- You will be notified in advance should this be the case.

YOUR COOPERATION IS ESSENTIAL TO MEET PAYROLL DEADLINES

*** For 10 months annual salaried employees:** This is payment in advance of days worked. Should a 10-month staff member leave employment prior to the end of the school year, monies may be owed to the District.