

Duplin County Schools Payroll Schedule 2019-2020

Summary of Important Dates and Deadlines by Pay Group

Pay Period	Pay Date	Date Range in Pay Period	# of Days Paid	Absence Date Range and Timesheet Date Range	Payroll (Submit) Reports Due by 5 pm	Staff Actions Due to Payroll by 5 pm	Benefit Info Due to Payroll by 5 pm (FMLA, WC, Etc)
Pay Groups: #1 & #6 10 mo - (All 10-month PRE PAID staff excluding Early College plus hourly employees)							
2	AUG 30	AUG 12 - SEPT 10 NOON	21.5	NONE	N/A	AUG 13	AUG 20
3	SEPT 30	SEPT 10 NOON - OCT 9	21.5	AUG 12 - SEP 6	SEPT 9	SEPT 10	SEPT 18
4	OCT 31	OCT 10 - NOV 8 NOON	21.5	SEP 9 - OCT 11	OCT 14	OCT 15	OCT 21
5	NOV 21	NOV 8 NOON - DEC 9	21.5	OCT 14 - NOV 1	NOV 4	NOV 5	NOV 12
6	DEC 19	DEC 10 - JAN 8 NOON	21.5	NOV 4 - NOV 29	DEC 2	DEC 3	DEC 10
7	JAN 31	JAN 8 NOON - FEB 6	21.5	DEC 2 - JAN 10	JAN 13	JAN 14	JAN 21
8	FEB 28	FEB 7 - MAR 10 NOON	21.5	JAN 13 - FEB 7	FEB 10	FEB 11	FEB 18
9	MAR 31	MAR 10 NOON - APR 9	21.5	FEB 10 - MAR 13	MAR 16	MAR 17	MAR 19
10	APR 30	APR 10 - MAY 11 NOON	21.5	MAR 16 - APR 10	APR 13	APR 14	APR 20
11	MAY 29	MAY 11 NOON - JUNE 9	21.5	APR 13 - MAY 8 (Est thru JUNE 9)	MAY 11	MAY 12	MAY 18
12	JUNE 18	*Sub Pay Only*		MAY 11 - MAY 29	JUNE 1	JUNE 2	JUNE 8
Pay Groups: #02, #30, #22, #88 & #91 12 mo - (All 12-month)							
1	JULY 31	JULY 1 - JULY 31	23	JUNE 10 - JULY 12	JULY 15	JULY 16	JULY 19
2	AUG 30	AUG 1 - AUG 31	22	JULY 15 - AUG 9	AUG 12	AUG 13	AUG 20
3	SEPT 30	SEPT 1 - SEPT 30	21	AUG 12 - SEP 6	SEPT 9	SEPT 10	SEPT 18
4	OCT 31	OCT 1 - OCT 31	23	SEP 9 - OCT 11	OCT 14	OCT 15	OCT 21
5	NOV 21	NOV 1 - NOV 30	21	OCT 14 - NOV 1	NOV 4	NOV 5	NOV 12
6	DEC 19	DEC 1 - DEC 31	22	NOV 4 - NOV 29	DEC 2	DEC 3	DEC 10
7	JAN 31	JAN 1 - JAN 31	23	DEC 2 - JAN 10	JAN 13	JAN 14	JAN 21
8	FEB 28	FEB 1 - FEB 29	20	JAN 13 - FEB 7	FEB 10	FEB 11	FEB 18
9	MAR 31	MARCH 1 - MARCH 31	22	FEB 10 - MAR 13	MAR 16	MAR 17	MAR 19
10	APR 30	APRIL 1 - APRIL 30	22	MAR 16 - APR 10	APR 13	APR 14	APR 20
11	MAY 29	MAY 1 - MAY 31	21	APR 13 - MAY 8	MAY 11	MAY 12	MAY 18
12	JUNE 18	JUNE 1 - JUNE 30	22	MAY 11 - MAY 29 (Est thru JUNE 30)	JUNE 1	JUNE 2	JUNE 8
Pay Groups: #03 10 mo - Duplin Early College (All 10-month staff)							
2	AUG 30	AUG 1 - AUG 30 NOON	21.5	AUG 1 - AUG 9	AUG 12	AUG 13	AUG 20
3	SEPT 30	AUG 30 NOON - SEPT 30	21.5	AUG 12 - SEP 6	SEPT 9	SEPT 10	SEPT 18
4	OCT 31	OCT 1 - OCT 30 NOON	21.5	SEP 9 - OCT 11	OCT 14	OCT 15	OCT 21
5	NOV 21	OCT 30 NOON - NOV 28	21.5	OCT 14 - NOV 1	NOV 4	NOV 5	NOV 12
6	DEC 19	NOV 29 - DEC 30 NOON	21.5	NOV 4 - NOV 29	DEC 2	DEC 3	DEC 10
7	JAN 31	DEC 30 NOON - JAN 28	21.5	DEC 2 - JAN 10	JAN 13	JAN 14	JAN 21
8	FEB 28	JAN 29 - FEB 28 NOON	21.5	JAN 13 - FEB 7	FEB 10	FEB 11	FEB 18
9	MAR 31	FEB 28 NOON - MAR 31	21.5	FEB 10 - MAR 13	MAR 16	MAR 17	MAR 19
10	APR 30	APR 1 - APR 30 NOON	21.5	MAR 16 - APR 10	APR 13	APR 14	APR 20
11	MAY 29	APR 30 NOON - MAY 29	21.5	APR 13 - MAY 8 (Est thru May 29)	MAY 11	MAY 12	MAY 18
12	JUNE 18	*Sub Pay Only*		MAY 11 - MAY 29	JUNE 1	JUNE 2	JUNE 8