

2018-2019 Payroll Periods & Pay Dates

**Payroll Reporting Period
(Time Clock, Absences, Additional Pay, Timesheets, etc.)**

<u>Start Date</u>	<u>End Date</u>	<u>Pay Date</u>
JULY 9	AUGUST 12	AUGUST 31
AUGUST 13	SEPTEMBER 9	SEPTEMBER 28
SEPTEMBER 10	OCTOBER 7	OCTOBER 31
OCTOBER 8	NOVEMBER 11	NOVEMBER 30
NOVEMBER 12	DECEMBER 9	DECEMBER 28*
DECEMBER 10	JANUARY 13	JANUARY 31
JANUARY 14	FEBRUARY 10	FEBRUARY 28
FEBRUARY 11	MARCH 10	MARCH 28
MARCH 11	APRIL 7	APRIL 30
APRIL 8	MAY 12	MAY 30
MAY 13	JUNE 9	JUNE 27
JUNE 10	JULY 7	JULY 31

*****Pay dates are always the last WORKING day of each month*****

*December 28th pay date falls on or near a holiday week, deadline for payroll submission may change from our regularly scheduled deadline of the 15th.

- A “work week” begins on Monday and ends on Sunday, (District employees work M-F).
- Payroll periods begin on Monday and end on Sunday.
- **ALL** additional time worked, overtime, and absences are recorded in payroll and paid using this pay schedule. **Salaries are calculated on a 12 month pay cycle and are not subject to this pay schedule.**
 - *Example:* Cum day taken between, October 8th – November 11th will post on the November 30th payroll.
 - *Example:* Any additional time or overtime worked between, October 8th – November 11th will post on the November 30th payroll.
- **ALL payroll or items relating to payroll must be submitted to the Payroll Department by end of business on the 15TH of EVERY MONTH.**
 - *IF* the 15th falls on a weekend, then the deadline is end of business on the Friday or (working day) before.