

PAYROLL REPORTING SCHEDULE									
2018-19									
*Pay Period	# of Days Inst.	# of Days Oth.	**Reporting Period		Speed at 8 am	Due in Finance	Paydate	Pay Day	# of Wks
			Beg	End					
Jul 1 - 31		22	7/1	7/13	7/18	7/19	Jul 31	Tues	2
Aug 16 - Sept 14 (1/2)	21.5	23	7/14	8/10	8/15	8/16	Aug 31	Fri	4
Sept 14 (1/2) - Oct 15	21.5	20	8/11	9/7	9/12	9/13	Sept 28	Fri	4
Oct 16 - Nov 14 (1/2)	21.5	23	9/8	10/5	10/10	10/11	Oct 31	Wed	4
Nov 14 (1/2) - Dec 13	21.5	22	10/6	11/2	11/7	11/8	Nov 30	Fri	4
Dec 14 - Jan 14 (1/2)	21.5	21	11/3	11/30	12/5	12/6	Dec 18	Tues	4
Jan 14 (1/2) - Feb 12	21.5	23	12/1	12/28	1/2	1/3	Jan 31	Thurs	4
Feb 13 - Mar 14 (1/2)	21.5	20	12/29	1/25	1/30	1/31	Feb 28	Thurs	4
Mar 14 (1/2) - Apr 12	21.5	21	1/26	2/22	2/27	2/28	Mar 29	Fri	4
Apr 15 - May 16 (1/2)	21.5	22	2/23	3/29	4/3	4/4	Apr 30	Tues	5
May 16 (1/2) - Jun 14	21.5	23	3/30	4/26	5/1	5/2	May 31	Fri	4
10 month Hourly			4/27	6/14		6/13	Jun 26	Wed	7
11 & 12 month employees		20	4/27	6/14		6/17	Jun 26	Wed	7
Final Timesheets									
10 month Hourly			4/27	6/14		6/13	Paid Jun 26		7
Projected 11 & 12 month			6/15	6/30		6/18	Paid Jun 26		2
Final 11 & 12 month			6/15	6/30		7/1	Paid Jun 26		2
*Pay Period:									
Instructional personnel are paid for 21.5 day periods.									
10 month salaried employees are paid for the dates in the Pay Period range and will be paid August - May.									
Traditional installment checks will be paid in June and July.									
**Reporting Period:									
SUBSTITUTE TEACHERS and HOURLY EMPLOYEES are paid for this date range.									
10 month hourly employees are paid for the dates in the Reporting Period range and will be paid September - June.									
Absences for all employees are reported using the Reporting Period date range.									
Dillard Academy teachers, 11 and 12 month employees are paid from the first to the last day of each calendar month.									
Installment checks for Dillard Academy teachers will be paid in May and June.									