

**PAYROLL REPORTING SCHEDULE**

Rev 2/22/16

**2015-16**

*Pay Period	# of Days	# of Days Inst.	**Reporting Period Begins	Ends	Speed at 8 am	Due in Finance	Paydate	Pay Day	# of Wks
July 1 - 31		23	7/1	7/10	7/14	7/15	July 31	Friday	2
<i>Year Round Starts July 20</i>									
August 17 - Sept. 15 (1/2)	21.5	21	7/11	8/14	8/18	8/19	August 31	Monday	5
<i>Traditional Starts August 17</i>									
Sept. 15 (1/2) - October 14	21.5	22	8/15	9/4	9/9	9/10	September 30	Wed	3
October 15 - Nov. 13 (1/2)	21.5	22	9/5	10/2	10/6	10/7	October 30	Friday	4
Nov. 13 (1/2) - Dec. 14	21.5	21	10/3	10/30	11/3	11/4	November 30	Monday	4
December 15 - Jan. 13 (1/2)	21.5	23	10/31	11/27	12/1	12/2	December 17	Thurs.	4
Jan. 13 (1/2) - February 11	21.5	21	11/28	1/1	1/5	1/6	January 29	Friday	5
Feb. 12 - March 14 (1/2)	21.5	21	1/2	1/29	2/2	2/3	February 29	Monday	4
March 14 (1/2) - April 15	21.5	23	1/30	2/26	3/1	3/2	March 24	Thurs	4
April 16 - May 17 (1/2)	21.5	21	2/27	4/1	4/5	4/6	April 29	Friday	5
May 18 (1/2) - June 15	21.5	22	4/2	5/6	5/10	5/11	May 31	Tuesday	5
Hourly and Year Round			5/7	6/15		6/16	June 27	Monday	5
11 & 12 Month Employees		22	5/7	6/3		6/7	June 27	Monday	4
Final Timesheet- 10 mo			5/7	6/15		6/16	Paid May 31		
Final Hourly Timesheet-Projected for 11 and 12 month emp			6/4	6/30		6/16	Paid June 27		4
Final Timesheets-11 & 12 mo			6/4	6/30		7/1	Paid June 27		4
<b>*Pay Period:</b> Instructional personnel are paid for 21.5 day periods.									
On each paydate, 10 month <b>salaried</b> employees are paid for the dates in the <b>Pay Period</b> range.									
10 month <b>salaried</b> employees will be paid August - May.									
Traditional installment checks will be paid in June and July.									
<b>10 month hourly paid employees are paid for the dates in the Reporting Period range and will be paid September - June.</b>									
On each paydate, Year round, 11 month and 12 month employees are paid from the first to the last day of each calendar month.									
Year-round installment checks will be paid in May and June.									
<b>**Reporting Period:</b> <b>SUBSTITUTE TEACHERS</b> and <b>HOURLY EMPLOYEES</b> are paid for this date range.									
Absences for all employees are reported using the Reporting Period date range.									