

PAYROLL REPORTING SCHEDULE

Revised 3/15/18

2017-18

*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		21	7/1	7/14	7/18	7/19	Jul 31	Mon	2
Aug 16 - Sept 14 (1/2)	21.5	23	7/15	8/11	8/16	8/17	Aug 31	Thu	4
Sept 14 (1/2) - Oct 13	21.5	21	8/12	9/8	9/13	9/14	Sept 29	Fri	4
Oct 16 - Nov 14 (1/2)	21.5	22	9/9	10/6	10/11	10/12	Oct 31	Tue	4
Nov 14 (1/2) - Dec 13	21.5	22	10/7	11/3	11/8	11/9	Nov 30	Thu	4
Dec 14 - Jan 12 (1/2)	21.5	21	11/4	12/1	12/5	12/6	Dec 18	Mon	4
Jan 12 (1/2) - Feb 14	21.5	23	12/2	12/29	1/3	1/4	Jan 31	Wed	4
Feb 15 - Mar 19 (1/2)	21.5	20	12/30	1/26	2/1	2/2	Feb 28	Wed	4
Mar 19 (1/2) - Apr 17	21.5	22	1/27	2/23	2/28	3/1	Mar 22	Thu	4
Apr 18 - May 17 (1/2)	21.5	21	2/24	3/23	4/4	4/5	Apr 30	Mon	4
May 17 (1/2) - Jun 15	21.5	23	3/24	4/20	4/25	4/26	May 31	Thu	4
10 month Hourly			4/21	6/15		6/18	Jun 26	Tue	7
11 & 12 month employees		21	4/21	6/15		6/18	Jun 26	Tue	7
Final Timesheets									
10 month Hourly			4/21	6/15		6/18	Paid Jun 26		7
Projected 11 & 12 month			6/16	6/30		6/19	Paid Jun 26		2
Final 11 & 12 month			6/16	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.									
Year round teachers, 11 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.									