

PAYROLL REPORTING SCHEDULE

2013-14									
*Pay Period	# of Days Inst.	# of Days Oth.	**Reporting Period Begins	Ends	Speed at 2 pm	Due in Finance	Paydate	Pay Day	# of Wks
July 1 - 31		23	7/1	7/12	7/15	7/16	July 31	Wed.	2
Year Round Starts July 16									
August 19 - Sept. 17 (1/2)	21.5	22	7/15	8/16	8/19	8/19	August 30	Friday	5
Traditional Starts August 19									
Sept. 17 (1/2) - October 16	21.5	21	8/19	9/6	9/9	9/10	September 30	Monday	3
October 17 - Nov. 15 (1/2)	21.5	23	9/9	10/4	10/7	10/8	October 31	Thurs.	4
Nov. 15 (1/2) - Dec. 16	21.5	21	10/7	11/1	11/4	11/5	November 26	Friday	4
December 17 - Jan. 15 (1/2)	21.5	22	11/4	11/29	12/2	12/3	December 19	Thurs.	4
Jan. 15 (1/2) - February 13	21.5	23	12/2	1/3	1/6	1/7	January 31	Friday	5
Feb. 14 - March 17 (1/2)	21.5	20	1/6	1/31	2/3	2/4	February 28	Friday	4
March 17 (1/2) - April 15	21.5	21	2/3	2/28	3/3	3/4	March 31	Monday	4
April 16 - May 15 (1/2)	21.5	22	3/3	4/4	4/7	4/8	April 30	Wed.	5
May 15 (1/2) - June 13	21.5	22	4/7	5/2	5/5	5/6	May 30	Friday	4
Hourly and Year Round			5/5	6/13		6/16	June 25	Wed.	6
11 & 12 Month Employees		21	5/5	5/30		6/3	June 25	Wed.	4
Final Timesheet- 10 mo			5/5	6/13		6/16	Paid May 30		
Final Hourly Timesheet-Projected for 11 and 12 month emp			6/2	6/30		6/16	Paid June 25		4
Final Timesheets-11 & 12 mo			6/2	6/30		6/30	Paid June 25		4
*Pay Period: Instructional personnel are paid for 21.5 day periods.									
On each paydate, 10 month salaried employees are paid for the dates in the Pay Period range.									
10 month salaried employees will be paid August - May.									
Traditional installment checks will be paid in June and July.									
10 month hourly paid employees are paid for the dates in the Reporting Period range and will be paid September - June.									
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.									
**Reporting Period: SUBSTITUTE TEACHERS and HOURLY EMPLOYEES are paid for this date range.									
Absences for all employees are reported using the Reporting Period date range.									
5/13/13Final									