

PAYROLL REPORTING SCHEDULE

2019-20

*Pay Period	# of Days Inst.	# of Days Oth.	**Reporting Period		Due in Finance	Paydate	Pay Day	# of Wks
			Beg	End				
Jul 1 - 31		23	7/1	7/12	7/18	Jul 31	Wed	2
Aug 19 - Sept 17 (1/2)	21.5	22	7/13	8/9	8/15	Aug 30	Fri	4
Sept 17 (1/2) - Oct 16	21.5	21	8/10	9/6	9/12	Sept 30	Mon	4
Oct 17 - Nov 15 (1/2)	21.5	23	9/7	10/4	10/10	Oct 31	Thurs	4
Nov 15 (1/2) - Dec 16	21.5	21	10/5	11/1	11/6	Nov 26	Tues	4
Dec 17 - Jan 15 (1/2)	21.5	22	11/2	11/29	12/4	Dec 19	Thurs	4
Jan 15 (1/2) - Feb 13	21.5	23	11/30	1/3	1/9	Jan 31	Fri	5
Feb 14 - Mar 16 (1/2)	21.5	20	1/4	1/31	2/6	Feb 28	Fri	4
Mar 16 (1/2) - Apr 14	21.5	22	2/1	2/28	3/5	Mar 31	Tues	4
Apr 15 - May 14 (1/2)	21.5	22	2/29	3/27	4/2	Apr 30	Thurs	4
May 14 (1/2) - Jun 12	21.5	21	3/28	5/1	5/7	May 29	Fri	5
10 month Hourly (Final)			5/2	6/12	6/15	Jun 26	Fri	6
11 & 12 month employees		22	5/2	6/12	6/15	Jun 26	Fri	6
Final Timesheets								
Projected 11 & 12 month			6/13	6/30	6/15	Paid Jun 26		2w2d
Final 11 & 12 month			6/13	6/30	7/1	Paid Jun 26		2w2d
*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.								