

TO: Principals, Supervisors and School Secretaries

REVISED 6/3/19

FROM: Payroll Office **ALL PAYROLL CHECKS WILL BE DIRECT DEPOSIT.**

SUBJECT: 2019-2020 Payroll Absence Reporting Schedules

DATE: July 1, 2019 **ALL PAYROLLS ARE DUE ON THE DUE DATE**

PAYROLL WILL BE THE 20th OF EACH MONTH UNLESS OTHERWISE NOTED.

REPORT		PROJECTIONS Time Sheets	DUE BY	PAY DATE
FROM	TO			
July 1	July 11		July 12	July 18th
July 12	August 8		August 9	Aug. 20th
August 9	Sept. 5		Sept. 6	Sept. 20th
Sept. 6	Oct. 3		Oct. 4	Oct. 18th
Oct. 4	Oct. 31		Nov. 1	Nov. 20th
Nov. 1	Dec. 5		Dec. 6	Dec. 18th
Dec. 6	Jan. 9		Jan. 10	Jan. 17th
Jan. 10	Feb. 6		Feb. 7	Feb. 20th
Feb. 7	March 5		March 6	March 20th
March 6	April 2		April 3	April 20th
April 3	May 7		May 8	May 20th
		<b>NO Clocking In</b>	<b>ALL</b>	
		<b>5th-30th June</b>	<b>PAYROLLS</b>	
			<b>DUE</b>	
May 8	June 30		<b>June 5</b>	June 18th

**These dates require careful projections.** If there is any change, call at once.

**Please remember that the time sheet for 12 month employees are for absences only.**  
Twelve month employees are paid from the first of the month to the end.

Ten month employees are prepaid on a 21.5 day schedule from AUGUST to MAY  
unless they elected 10/12 checks.