

PAYROLL CUT-OFF DATES 2017-2018 SCHOOL YEAR REGULAR & SUBSTITUTE PERSONNEL

<i>TIME SHEET/CLOCK</i> SHOULD INCLUDE THESE DATES	<i>PAYROLL REPORTS DUE TO PAYROLL OFFICE</i>	<i>PAYROLL PAY DATE</i> Last work day of the month	<i># OF WORK DAYS</i>
MONDAY-SUNDAY	THURSDAY		
JUN 05 - JUN 25	29-Jun-17	7/31/2017	15
JUN 26 - JUL 30	3-Aug-17	8/31/2017	24
JUL 31 - SEPT 03	7-Sep-17	9/29/2017	25
SEPT 04 - OCT 01	5-Oct-17	10/31/2017	19
OCT 02 - OCT 29	2-Nov-17	11/30/2017	20
OCT 30 - NOV 26	30-Nov-17	12/22/2017	15
NOV 27 - DEC 31	11-Jan-18	1/31/2018	20
JAN 01 - JAN 28	1-Feb-18	2/28/2018	14
JAN 29 - FEB 25	1-Mar-18	3/29/2018	20
FEB 26 - APR 01	5-Apr-18	4/30/2018	19
APR 02 - APR 29	3-May-18	5/31/2018	20
APR 30 - JUN 03	7-Jun-18	6/29/2018	24
JUN 04 - JUL 01	5-Jul-18	7/31/2018	20
JUL 02 - AUG 5	9-Aug-18	8/31/2018	24

- **ALL LEAVE MUST BE ENTERED & CHECKED FOR ACCURACY (INCLUDING CORRECT SUBSTITUTE)!**
- **ALL PAYROLL REPORTS MUST BE CORRECT BEFORE THEY ARE SUBMITTED TO PAYROLL, CHILD NUTRITION, OR THE BUS SHOP.**
- **All individual time sheets AND leave forms MUST be submitted by the above dates.**
- **IF TIME SHEETS, SUB REPORTS & LEAVE FORMS ARE RECEIVED AFTER THE ABOVE PAYROLL DUE DATES, THE EMPLOYEE WILL NOT BE PAID UNTIL THE NEXT PAYROLL.**
- **ALL LEAVE WILL BE VERIFIED BY CENTRAL OFFICE PAYROLL EACH MONTH AFTER 9:00 AM ON THE DAY AFTER THE ABOVE CUT-OFF DATES.**
- **ALL SUBSTITUTES WILL BE PAID ACCORDING TO THE PAYROLL CUT-OFF DATES LISTED ABOVE.**

PAYROLL CUT-OFF DATES 2017-2018 SCHOOL YEAR PART - TIME 235-DAY ANNUALIZED EMPLOYEES

TIME SHEET/CLOCK <small>SHOULD INCLUDE THESE DATES</small>	PAYROLL REPORTS DUE TO PAYROLL OFFICE	PAYROLL PAY DATE <small>Last work day of the month</small>	# OF WORK DAYS	# OF HOURS
MONDAY-SUNDAY	THURSDAY			
JUN 05 - JUN 25	29-Jun-17	7/31/2017	15	60
JUN 26 - JUL 30	3-Aug-17	8/31/2017	24	96
JUL 31 - SEPT 03	7-Sep-17	9/29/2017	25	100
SEPT 04 - OCT 01	5-Oct-17	10/31/2017	19	76
OCT 02 - OCT 29	2-Nov-17	11/30/2017	20	80
OCT 30 - NOV 26	30-Nov-17	12/22/2017	15	60
NOV 27 - DEC 31	11-Jan-18	1/31/2018	20	80
JAN 01 - JAN 28	1-Feb-18	2/28/2018	14	56
JAN 29 - FEB 25	1-Mar-18	3/29/2018	20	80
FEB 26 - APR 01	5-Apr-18	4/30/2018	19	76
APR 02 - APR 29	3-May-18	5/31/2018	20	80
APR 30 - JUN 03	7-Jun-18	6/29/2018	24	96
JUN 04 - JUL 01	5-Jul-18	7/31/2018	20	80
JUL 02 - AUG 5	9-Aug-18	8/31/2018	24	96

- **ALL LEAVE MUST BE ENTERED & CHECKED FOR ACCURACY (INCLUDING CORRECT SUBSTITUTE) DAILY.**
- **ALL PAYROLL REPORTS MUST BE CORRECT BEFORE THEY ARE SUBMITTED TO PAYROLL, CHILD NUTRITION, OR THE BUS SHOP.**
- **All individual time sheets AND leave forms MUST be submitted by the above dates.**
- **IF TIME SHEETS, SUB REPORTS & LEAVE FORMS ARE RECEIVED AFTER THE ABOVE PAYROLL DUE DATES, THE EMPLOYEE WILL NOT BE PAID UNTIL THE NEXT PAYROLL.**
- **ALL LEAVE WILL BE VERIFIED BY CENTRAL OFFICE PAYROLL EACH MONTH AFTER 9:00 AM ON THE DAY AFTER THE ABOVE CUT-OFF DATES.**
- **ALL SUBSTITUTES WILL BE PAID ACCORDING TO THE PAYROLL CUT-OFF DATES LISTED ABOVE.**

PAYROLL CUT-OFF DATES

2017-2018 SCHOOL YEAR BUS DRIVERS - NON CERTIFIED

TIME SHEET/CLOCK SHOULD INCLUDE THESE DATES	DUE DATE TO ASSISTANT PRIN.	PICKED UP BY MR. PATRICK ON	DUE TO CENTRAL OFFICE	PAYROLL DATE	DAYS **
MONDAY-SUNDAY JUN 26 - JUL 30	MONDAY 7/31/2017	WEDNESDAY 2-Aug-17	FRIDAY 08/04/17	8/31/2017	24
JUL 31 - SEPT 03	TUESDAY 9/5/2017	6-Sep-17	09/08/17	9/29/2017	25
SEPT 04 - OCT 01	10/2/2017	4-Oct-17	10/06/17	10/31/2017	19
OCT 02 - OCT 29	10/30/2017	1-Nov-17	11/03/17	11/30/2017	20
OCT 30 - NOV 26	11/27/2017	29-Nov-17	12/01/17	12/22/2017	15
NOV 27 - DEC 31	1/8/2018	10-Jan-18	01/12/18	1/31/2018	20
JAN 01 - JAN 28	1/29/2018	31-Jan-18	02/02/18	2/28/2018	14
JAN 29 - FEB 25	2/26/2018	28-Feb-18	03/02/18	3/29/2018	20
FEB 26 - APR 01	4/2/2018	4-Apr-18	04/06/18	4/30/2018	19
APR 02 - APR 29	4/30/2018	2-May-18	05/04/18	5/31/2018	20
<u>At this point all leave should be entered/turned in and all time sheets complete.</u>					
APR 30 - JUN 03	6/4/2018	6-Jun-18	06/08/18	6/29/2018	24

All individual time sheets/time cards MUST be submitted by the above dates.

IF TIME SHEETS, SUB REPORTS & LEAVE FORMS ARE RECEIVED AFTER THE ABOVE PAYROLL DUE DATES, THE EMPLOYEE WILL NOT BE PAID UNTIL THE NEXT PAYROLL.

****AMOUNT PAID FOR HOURS OVER CONTRACT HOURS WILL BE ACCORDING TO THE # OF WORK DAYS IN A PAYROLL PERIOD.**

PAYROLL CUT-OFF DATES

2017-2018 SCHOOL YEAR

TIME SHEETS FOR CHILD NUTRITION, TITLE, TUTORS, HOMELESS AND STIPENDS

TIME SHEET/CLOCK SHOULD INCLUDE THESE DATES	<i>Date Due to Administrator</i>	<i>Administrator Date Due IN Payroll</i>	<i>Payroll Date</i>	# OF WORK DAYS **
MONDAY-SUNDAY	WEDNESDAY	FRIDAY		
JUN 26 - JUL 30	2-Aug-17	08/04/17	8/31/2017	24
JUL 31 - SEPT 03	6-Sep-17	09/08/17	9/29/2017	25
SEPT 04 - OCT 01	4-Oct-17	10/06/17	10/31/2017	19
OCT 02 - OCT 29	1-Nov-17	11/03/17	11/30/2017	20
OCT 30 - NOV 26	29-Nov-17	12/01/17	12/22/2017	15
NOV 27 - DEC 31	10-Jan-18	01/12/18	1/31/2018	20
JAN 01 - JAN 28	31-Jan-18	02/02/18	2/28/2018	14
JAN 29 - FEB 25	28-Feb-18	03/02/18	3/29/2018	20
FEB 26 - APR 01	4-Apr-18	04/06/18	4/30/2018	19
APR 02 - APR 29	2-May-18	05/04/18	5/31/2018	20
APR 30 - JUN 03	6-Jun-18	06/08/18	6/29/2018	24

All individual time sheets **MUST** be submitted by the above cutoff dates in order for employees to be paid.

Wage and Hour employee time sheets **MUST** be turned in by cutoff dates to avoid Wage and Hour violations.

If reports are received after the date due to payroll, the employee will be paid on the next payroll.