

PAYROLL CUT-OFF DATES 2014-2015 SCHOOL YEAR REGULAR & SUBSTITUTE PERSONNEL

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
MONDAY-SUNDAY	THURSDAY		
JUN 09 - JUN 29	<small>WEDNESDAY</small> 3-Jul-14	7/31/2014	15
JUN 30 - AUG 03	7-Aug-14	8/29/2014	24
AUG 04 - SEPT 07	11-Sep-14	9/30/2014	24
SEPT 08 - OCT 05	9-Oct-14	10/31/2014	20
OCT 06 - NOV 02	6-Nov-14	11/21/2014	20
NOV 03 - NOV 23	4-Dec-14	12/19/2014	15
NOV 24 - DEC 28	8-Jan-15	1/30/2015	15
DEC 29 - FEB 01	5-Feb-15	2/27/2015	19
FEB 02 - MAR 01	5-Mar-15	3/31/2015	20
MAR 02 - APR 05	<small>FRIDAY</small> 10-Apr-15	4/30/2015	19
APR 06 - MAY 03	7-May-15	5/29/2015	19
MAY 04 - JUN 07	11-Jun-15	6/30/2015	24
JUN 08 - JUN 28	<small>MONDAY</small> 6-Jul-15	7/31/2015	15
JUN 29 - AUG 02	6-Aug-15	8/31/2015	24

- **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.**
- **Make sure all individual time sheets AND leave forms are 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

BUS DRIVERS - NON CERTIFIED

2014-2015 SCHOOL YEAR

BUS DRIVERS	DUE DATE TO	PICKED UP BY	DUE TO		PAYROLL
	ASSISTANT PRIN.	MR. PATRICK ON	CENTRAL OFFICE	DAYS **	DATE
TIME SHEET/CLOCK	SHOULD INCLUDE THESE DATES				
MONDAY-SUNDAY	MONDAY	WEDNESDAY	FRIDAY		
JUN 30 - AUG 03	8/4/2014	6-Aug-14	08/08/14	24	8/29/2014
AUG 04 - SEPT 07	9/8/2014	10-Sep-14	09/12/14	24	9/30/2014
SEPT 08 - OCT 05	10/6/2014	8-Oct-14	10/10/14	20	10/31/2014
OCT 06 - NOV 02	11/3/2014	5-Nov-14	11/07/14	20	11/21/2014
NOV 03 - NOV 23	12/1/2015	3-Dec-14	12/05/14	15	12/19/2014
NOV 24 - DEC 28	1/5/2015	7-Jan-15	01/09/15	15	1/30/2015
DEC 29 - FEB 01	2/2/2015	4-Feb-15	02/06/15	19	2/27/2015
FEB 02 - MAR 01	3/2/2015	4-Mar-15	03/06/15	20	3/31/2015
MAR 02 - APR 05	TUESDAY 4/7/2015	THURSDAY 9-Apr-15	MONDAY 04/13/15	19	4/30/2015
APR 06 - MAY 03	5/4/2015	6-May-15	05/08/15	19	5/29/2015
At this point all leave should be entered/turned in and all time sheets complete.					
MAY 04 - JUN 07	6/8/2015	10-Jun-15	06/12/15	24	6/30/2015

Make sure all individual time sheets/time cards are 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

2014-2015 SCHOOL YEAR

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

ALL LEAVE MUST BE ENTERED DAILY

TIME SHEET/CLOCK <small>SHOULD INCLUDE THESE DATES</small>	<i>Date Due to Administrator</i>	<i>Administrator Date Due IN Payroll</i>	# OF WORK DAYS **	<i>Payroll Date</i>
MONDAY-SUNDAY	WEDNESDAY	FRIDAY		
JUN 30 - AUG 03	6-Aug-14	08/08/14	24	8/29/2014
AUG 04 - SEPT 07	10-Sep-14	09/12/14	24	9/30/2014
SEPT 08 - OCT 05	8-Oct-14	10/10/14	20	10/31/2014
OCT 06 - NOV 02	5-Nov-14	11/07/14	20	11/21/2014
NOV 03 - NOV 23	3-Dec-14	12/05/14	15	12/19/2014
NOV 24 - DEC 28	7-Jan-15	01/09/15	15	1/30/2015
DEC 29 - FEB 01	4-Feb-15	02/06/15	19	2/27/2015
FEB 02 - MAR 01	4-Mar-15	03/06/15	20	3/31/2015
MAR 02 - APR 05	THURSDAY 9-Apr-15	MONDAY 04/13/15	19	4/30/2015
APR 06 - MAY 03	6-May-15	05/08/15	19	5/29/2015
MAY 04 - JUN 07	10-Jun-15	06/12/15	24	6/30/2015

All individual time sheets **MUST** be submitted by the above cutoff dates to the person, 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.

PAYROLL CUT-OFF DATES 2014-2015 SCHOOL YEAR REGULAR & SUBSTITUTE PERSONNEL

<i>WORK/LEAVE DAYS</i>	<i>PAYROLL PAY DATE</i> Last work day of the month	<i># OF WORK DAYS</i>
MONDAY-SUNDAY		
JUN 09 - JUN 29	7/31/2014	15
JUN 30 - AUG 03	8/29/2014	24
AUG 04 - SEPT 07	9/30/2014	24
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