

Timesheet Schedule, 21.5-Day count & Pay Dates

MONTH	9-month employees (Bus Drivers & Maids)	10-month employees (Teachers, Assistants, School Secretaries)		11- and 12-month employees		Payroll due to Payroll Dept. by 11am	CHECKS RELEASED
	Actual Pay Period Timesheets run	Actual Pay Period 21.5 Day Count	Timesheets Run Thru	Actual Pay Period	Timesheets Run Thru		
July		Installments	--	July 1 - 31, 2018	6/11/17-6/30/18	7/17/18	7/31/2018
August		Aug 16 - Sept 14, 2018	No timesheet	Aug 1 - 31, 2018	7/16/18-8/12/18	8/14/18	8/31/2018
September	8/13/18-9/09/18	Sept 17 - Oct 15, 2018	8/13/18-9/09/18	Sept 1 - 30, 2018	8/13/18-9/09/18	9/11/18	9/28/2018
October	09/10/18-10/14/18	Oct 16 - Nov 14, 2018	09/10/18-10/14/18	Oct 1 - 31, 2018	09/10/18-10/14/18	10/16/18	10/31/2018
November	10/15/18-11/4/18	Nov 15 - Dec 13, 2018	10/15/18-11/4/18	Nov 1 - 30, 2018	10/15/18-11/4/18	11/6/18	11/21/2018
December	11/5/18-12/2/18	Dec 14, '18 - Jan 14, '19	11/5/18-12/2/18	Dec 1 - 31, 2018	11/5/18-12/2/18	12/4/18	12/19/2018
January	12/3/18-1/6/19	Jan 15 - Feb 12, 2019	12/3/18-1/6/19	Jan 1 - 31, 2019	12/3/18-1/6/19	1/8/19	1/23/2019
February	1/7/19-2/10/19	Feb 13 - Mar 14, 2019	1/7/19-2/10/19	Feb 1 - 28, 2019	1/7/19-2/10/19	2/12/19	2/28/2019
March	2/11/19-3/10/19	Mar 15 - Apr 12, 2019	2/11/19-3/10/19	Mar 1 - 31, 2019	2/11/19-3/10/19	3/12/19	3/29/2019
April	3/11/19-4/7/19	Apr 15 - May 14, 2019	3/11/19-4/7/19	April 1 - 30, 2019	3/11/19-4/7/19	4/9/19	4/30/2019
May	4/8/19-5/5/19	May 15- June 12, 2019	4/8/19-5/5/19	May 1 - 31, 2019	4/8/19-5/5/19	5/7/19	5/31/2019
June	5/6/19-6/9/19 5/6/19-6/12/19	Installments	5/6/19-6/9/19 5/6/19-6/12/19	June 1 - 30, 2019	5/6/19-6/9/19 5/6/19-6/12/19	6/11/2019 6/12/19	6/21/2019

Timesheets for 9-month employees reflect actual time worked and paid.

Timesheets for 10-month employees reflect time worked for the purpose of tracking leave. Time paid is based on a 22-day count.

Example: October 31, 2018 Paycheck

Timesheet records time worked and leave used from Sept. 10 thru Oct. 14; timesheet turned in on October 16.

Paycheck is actually for October 16 thru November 14 (21/22 day count).

Timesheets for 11- & 12-month employees reflect time worked for the purpose of tracking leave. Time paid is based on actual calendar month.

Example: October 31, 2018 Paycheck

Timesheet records time worked and leave used from Sept. 10 thru Oct. 14; timesheet turned in on October 16.

Paycheck is actually for October 1-31 (calendar month).