



2015-2016 PAYROLL SCHEDULE

PAYROLL ITEMS MUST BE RECEIVED IN PAYROLL BY **4:30 PM** ON THE **DUE DATE**.

REGULAR DISTRICT EMPLOYEES

Attendance Reports & Extra Duty Timecards Deadlines

ATTENDANCE PERIOD	PR#	DUE DATE	PAY DAY	DISTRIBUTION METHOD
7/01-7/09/15	1M	7/9/2015	7/31/2015	CHECKS WILL BE MAILED
07/10-08/09/15	2M	8/7/2015	8/31/2015	DISTRIBUTED @ WORK SITE*
08/10-09/09/15	3M	9/9/2015	9/30/2015	DISTRIBUTED @ WORK SITE*
09/10-10/09/15	4M	10/9/2015	10/30/2015	DISTRIBUTED @ WORK SITE*
10/10-11/09/15	5M	11/9/2015	11/30/2015	DISTRIBUTED @ WORK SITE*
11/10-12/09/15	6M	12/9/2015	12/29/2015	Classified *CHECKS WILL BE MAILED
11/10-12/09/15	6S	12/9/2015	1/4/2016	Certificated DISTRIBUTED @ WORK SITE*
12/10-01/09/16	7M	1/8/2016	1/29/2016	DISTRIBUTED @ WORK SITE*
01/10-02/09/16	8M	2/9/2016	2/29/2016	DISTRIBUTED @ WORK SITE*
02/10-03/09/16	9M	3/9/2016	3/31/2016	CHECKS WILL BE MAILED
03/10-04/09/16	10M	4/8/2016	4/29/2016	DISTRIBUTED @ WORK SITE*
04/10-05/09/16	11M	5/9/2016	5/31/2016	DISTRIBUTED @ WORK SITE*
05/10-06/09/16	12M	SCH. SESS/10 MONTH 5/31/16 OTHERS 6/9/16	6/30/2016	CHECKS WILL BE MAILED
06/10-06/30/16	Final	6/13/2016	N/A	FINAL ATTENDANCE REPORTING FY 15-16
06/10-07/09/16	Final	7/8/2016	7/29/2016	FINAL EXTRA DUTY TIMECARDS

CLASSIFIED PAID MONTHS: **SCHOOL SESSION/10 MONTH** = AUGUST - MAY, **SCHOOL SESSION BUS DRIVERS** = AUGUST - JUNE
10.50 MONTH = AUGUST - JUNE **12 MONTH/11 MONTH/10.75 MONTH** = JULY - JUNE

NOTE: LATE TIME CARDS WILL BE PAID ON THE EMPLOYEE'S NEXT AVAILABLE PAYROLL CYCLE.

* CHECKS NOT PICKED UP AT WORK SITE WILL BE MAILED THE FOLLOWING DAY. CHECKS WILL NOT BE HELD - **NO EXCEPTIONS**
 Additional work is recorded on an Extra Duty Time Card which follows the Attendance Period except in June/July. Submit only **AFTER** time is worked.
DO NOT HOLD TIMECARDS - THE DISTRICT IS ASSESSED PENALTIES & INTEREST FOR LATE PAYROLL REPORTING TO RETIREMENT.

Each timcard must be completed in **BLUE INK**, signed by the employee, & approved by a supervisor.
 Please ensure the mailing address printed on your paystub is accurate.

SUBSTITUTE/HOURLY EMPLOYEES

Includes: Substitute, Temporary, Short-term, Students and Employee Consultants

WORK PERIOD	PR#	DUE DATE	PAY DAY	DISTRIBUTION METHOD
06/01-06/30/15	1A	6/30/2015	7/20/2015	CHECKS WILL BE MAILED
07/01-07/31/15	2A	7/31/2015	8/20/2015	CHECKS WILL BE MAILED
08/01-08/31/15	3A	8/31/2015	9/18/2015	CHECKS WILL BE MAILED
09/01-09/30/15	4A	9/30/2015	10/20/2015	CHECKS WILL BE MAILED
10/01-10/31/15	5A	10/30/2015	11/20/2015	CHECKS WILL BE MAILED
11/01-11/30/15	6A	11/30/2015	12/18/2015	CHECKS WILL BE MAILED
12/01-12/31/15	7A	1/4/2016	1/20/2016	CHECKS WILL BE MAILED
01/01-01/31/16	8A	1/29/2016	2/19/2016	CHECKS WILL BE MAILED
02/01-02/29/16	9A	2/29/2016	3/18/2016	CHECKS WILL BE MAILED
03/01-03/31/16	10A	4/4/2016	4/20/2016	CHECKS WILL BE MAILED
04/01-04/30/16	11A	4/29/2016	5/20/2016	CHECKS WILL BE MAILED
05/01-05/31/16	12A	5/31/2016	6/20/2016	CHECKS WILL BE MAILED
06/01-06/30/16	1A	6/30/2016	7/20/2016	CHECKS WILL BE MAILED

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