

PAYROLL INFORMATION DUE DATES

Please follow the time table below for sending time cards and absentee/substitute reports to the Finance Office.

- The first date listed is the date of pay.
- The second date is the date all information is to be sent to the Finance Office.
- **Dates included** are the dates to be included on time cards (example: tutoring, detention, etc.) and absentee/substitute reports for that Payroll Date.

If you have any questions, please call Janice Hoke ext. 12268. Please post a copy of this sheet for employee/substitute reference. A copy of this and the substitute information due dates is also found on our Website under Staff/Finance Office Forms

PRINCIPALS: IN CASE OF INCLEMENT WEATHER, PLEASE BE SURE TIME CARDS FROM YOUR SCHOOL REACH THE FINANCE OFFICE ON THE DUE DATE.

Payroll Date: **7/13/18**
Due at F.O.: 7/2/18
Dates included:

Payroll Date: **7/30/18**
Due at F.O.: 7/16/18
Dates included: 7/1 through 7/13

Payroll Date: **8/15/18**
Due at F.O.: 7/30/18
Dates included: 7/16 through 7/27

Payroll Date: **8/30/18**
Due at F.O.: 8/13/18
Dates included: 7/30 through 8/10

Payroll Date: **9/14/18**
Due at F.O.: 8/27/18
Dates included: 8/13 through 8/24

Payroll Date: **9/28/18**
Due at F.O.: 9/10/18
Dates included: 8/27 through 9/7

Payroll Date: **10/15/18**
Due at F.O.: 9/24/18
Dates included: 9/10 through 9/21

Payroll Date: **10/30/18**
Due at F.O.: 10/8/18
Dates included: 9/24 through 10/5

Payroll Date: **11/15/18**
Due at F.O.: 10/22/18
Dates included: 10/8 through 10/19

Payroll Date: **11/30/18**
Due at F.O.: 11/5/18
Dates included: 10/22 through 11/2

Payroll Date: **12/14/18**
Due at F.O.: **11/16/18**
Dates included: 11/5 through 11/23
(project if necessary)

Payroll Date: **12/28/18**
Due at F.O.: 12/10/18
Dates included: 11/26 through 12/7

Payroll Date: **1/15/19**
Due at F.O.: 12/17/18
Dates included: **12/10 through 12/31**
(project if necessary)

Payroll Date: **1/30/19**
Due at F.O.: 1/14/19
Dates included: **1/1 through 1/11**

Payroll Date: **2/15/19**
Due at F.O.: 1/28/19
Dates included: 1/14 through 1/25

Payroll Date: **2/28/19**
Due at F.O.: 2/11/19
Dates included: 1/28 through 2/8

Payroll Date: **3/15/19**
Due at F.O.: 2/25/19
Dates included: 2/11 through 2/22

Payroll Date: **3/29/19**
Due at F.O.: 3/11/19
Dates included: 2/25 through 3/8

Payroll Date: **4/15/19**

Due at F.O.: 3/25/19
Dates included: 3/11 through 3/22

Payroll Date: **4/30/19**
Due at F.O.: 4/15/19
Dates included: 3/25 through 4/12

Payroll Date: **5/15/19**
Due at F.O.: 4/29/19
Dates included: 4/15 through 4/26

Payroll Date: **5/30/19**
Due at F.O.: 5/13/19
Dates included: 4/29 through 5/10

Payroll Date: **6/14/19**
Due at F.O.: **5/20/19**
Dates included: 5/13 through 5/24
Project thru May 24

Payroll Date: **6/28/19**
Due at F.O.: **6/3/19**
Dates included: 5/27 through 6/30
Project time if applicable