



2018-2019 TIME CARD & PAYDAY SCHEDULE

PAYROLL ITEMS MUST BE RECEIVED IN PAYROLL BY **4:00 PM** ON THE **DUE DATE**.

REGULAR DISTRICT EMPLOYEES

Attendance Reports & Extra Duty Time Card Deadlines

| ATTENDANCE PERIOD | PR# | DUE DATE | PAY DAY | DISTRIBUTION METHOD |
|------------------------|--------------|---------------------|-----------------------------------|--|
| 06/11 - 07/10 | 1M | 07/10/18 | 07/31/18 | DISTRIBUTED @ WORK SITE |
| 07/11 - 08/10 | 2M | 08/10/18 | 08/31/18 | DISTRIBUTED @ WORK SITE |
| 08/11 - 09/10 | 3M | 09/10/18 | 09/28/18 | DISTRIBUTED @ WORK SITE |
| 09/11 - 10/10 | 4M | 10/10/18 | 10/31/18 | DISTRIBUTED @ WORK SITE |
| 10/11 - 11/06 * | 5M | * 11/06/18 * | Extra duty timecards only. | |
| 10/11 - 11/10 | 5M | 11/09/18 | 11/30/18 | DISTRIBUTED @ WORK SITE |
| 11/11 - 12/05 * | 6M/6S | * 12/05/18 * | Extra duty timecards only. | |
| 11/11 - 12/10 | 6M | 12/10/18 | 12/27/18 | Classified DISTRIBUTED @ <u>ED. CENTER</u> |
| 11/11 - 12/10 | 6S | 12/10/18 | 01/02/19 | Certificated DISTRIBUTED @ <u>ED. CENTER</u> |
| 12/11 - 01/10 | 7M | 12/21/18 | 01/31/19 | DISTRIBUTED @ WORK SITE |
| 01/11 - 02/05 * | 8M | * 02/05/19 * | Extra duty timecards only. | |
| 01/11 - 02/10 | 8M | 02/08/19 | 02/28/19 | DISTRIBUTED @ WORK SITE |
| 02/11 - 03/10 | 9M | 03/08/19 | 03/29/19 | DISTRIBUTED @ <u>ED. CENTER</u> |
| 03/11 - 04/10 | 10M | 04/10/19 | 04/30/19 | DISTRIBUTED @ WORK SITE |
| 04/11 - 05/10 | 11M | 05/10/19 | 05/31/19 | DISTRIBUTED @ WORK SITE |
| 05/11 - 06/10 | 12M | 06/10/19 | 06/28/19 | DISTRIBUTED @ <u>ED. CENTER</u> |

(Pay Period is the 1st - 31st of each month)

CLASSIFIED PAID MONTHS: WORK YEAR A, B, C, D = 12 MONTH PAY = JULY THRU JUNE

CLASSIFIED PAID MONTHS: WORK YEAR E1, E2, F, F1 = 11 MONTH PAY = AUGUST THRU JUNE

CLASSIFIED PAID MONTHS: WORK YEAR G = 10 MONTH PAY = AUGUST THRU MAY

*** Note: All Extra Duty Time Cards (blue, gold, pink & purple) are due early this pay period. Please do not project dates beyond the due date shown (with the exception of Extra 6th Period Assignment.) Eliminates the need for daily attendance updates.**

Categorically-funded time cards are due in the Categorical Projects Office for approval 2 days in advance of due dates listed above.

Additional work is recorded on an Extra Duty Time Card which follows the Attendance Period. Submit only **AFTER** time is worked.

DO NOT HOLD TIME CARDS - THE DISTRICT IS ASSESSED PENALTIES & INTEREST FOR LATE PAYROLL REPORTING TO RETIREMENT.

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

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

CERTIFICATED & CLASSIFIED SUBSTITUTE EMPLOYEES

Includes: Substitute, Temporary, and Short-term

| WORK PERIOD | PR# | DUE DATE | PAY DAY | DISTRIBUTION METHOD |
|---------------|-----|-----------------------|----------|-----------------------|
| 06/01 - 06/30 | 1A | 06/29/18 | 07/20/18 | CHECKS WILL BE MAILED |
| 07/01 - 07/31 | 2A | 07/31/18 | 08/20/18 | CHECKS WILL BE MAILED |
| 08/01 - 08/31 | 3A | 08/31/18 | 09/20/18 | CHECKS WILL BE MAILED |
| 09/01 - 09/30 | 4A | 09/28/18 | 10/19/18 | CHECKS WILL BE MAILED |
| 10/01 - 10/31 | 5A | 10/31/18 | 11/20/18 | CHECKS WILL BE MAILED |
| 11/01 - 11/30 | 6A | 11/30/18 | 12/20/18 | CHECKS WILL BE MAILED |
| 12/01 - 12/31 | 7A | * 12/21/18 * | 01/18/19 | CHECKS WILL BE MAILED |
| 01/01 - 01/31 | 8A | 01/31/19 | 02/20/19 | CHECKS WILL BE MAILED |
| 02/01 - 02/29 | 9A | 02/28/19 | 03/20/19 | CHECKS WILL BE MAILED |
| 03/01 - 03/31 | 10A | * 03/22/2019 * | 04/19/19 | CHECKS WILL BE MAILED |
| 04/01 - 04/30 | 11A | 04/30/19 | 05/20/19 | CHECKS WILL BE MAILED |
| 05/01 - 05/31 | 12A | 05/31/19 | 06/20/19 | CHECKS WILL BE MAILED |
| 06/01 - 06/30 | 1A | 06/28/19 | 07/19/19 | CHECKS WILL BE MAILED |

*** Note: Time Cards are due in early this pay period, due to school recess.**