



# 2017-2018 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	07/10/17	07/31/17	DISTRIBUTED @ WORK SITE
07/11 - 08/10	2M	08/10/17	08/31/17	DISTRIBUTED @ WORK SITE
08/11 - 09/10	3M	09/08/17	09/29/17	DISTRIBUTED @ WORK SITE
09/11 - 10/10	4M	10/10/17	10/31/17	DISTRIBUTED @ WORK SITE
<b>10/11 - 11/06 *</b>	<b>5M</b>	<b>* 11/06/17 *</b>	<b>Extra duty timecards only.</b>	
10/11 - 11/10	5M	11/09/17	11/30/17	DISTRIBUTED @ WORK SITE
<b>11/11 - 12/05 *</b>	<b>6M/6S</b>	<b>* 12/05/17 *</b>	<b>Extra duty timecards only.</b>	
11/11 - 12/10	6M	12/08/17	12/28/17	Classified DISTRIBUTED @ <u>ED. CENTER</u>
11/11 - 12/10	6S	12/08/17	01/03/18	Certificated DISTRIBUTED @ <u>ED. CENTER</u>
12/11 - 01/10	7M	01/10/18	01/31/18	DISTRIBUTED @ WORK SITE
<b>01/11 - 02/05 *</b>	<b>8M</b>	<b>* 02/05/18 *</b>	<b>Extra duty timecards only.</b>	
01/11 - 02/10	8M	02/09/18	02/28/18	DISTRIBUTED @ WORK SITE
02/11 - 03/10	9M	03/09/18	03/30/18	DISTRIBUTED @ <u>ED. CENTER</u>
03/11 - 04/10	10M	04/10/18	04/30/18	DISTRIBUTED @ WORK SITE
04/11 - 05/10	11M	05/10/18	05/31/18	DISTRIBUTED @ WORK SITE
05/11 - 06/10	12M	06/08/18	06/29/18	12 mos @ Work Site - all others @ Ed. Center

(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	06/30/17	07/20/17	CHECKS WILL BE MAILED
07/01 - 07/31	2A	07/31/17	08/18/17	CHECKS WILL BE MAILED
08/01 - 08/31	3A	08/31/17	09/20/17	CHECKS WILL BE MAILED
09/01 - 09/30	4A	09/29/17	10/20/17	CHECKS WILL BE MAILED
10/01 - 10/31	5A	10/31/17	11/20/17	CHECKS WILL BE MAILED
11/01 - 11/30	6A	11/30/17	12/20/17	CHECKS WILL BE MAILED
12/01 - 12/31	7A	<b>* 12/15/17 *</b>	01/19/18	CHECKS WILL BE MAILED
01/01 - 01/31	8A	01/31/18	02/20/18	CHECKS WILL BE MAILED
02/01 - 02/29	9A	02/28/18	03/20/18	CHECKS WILL BE MAILED
03/01 - 03/31	10A	<b>* 03/23/2018 *</b>	04/20/18	CHECKS WILL BE MAILED
04/01 - 04/30	11A	04/30/18	05/18/18	CHECKS WILL BE MAILED
05/01 - 05/31	12A	05/31/18	06/20/18	CHECKS WILL BE MAILED
06/01 - 06/30	1A	06/29/18	07/20/18	CHECKS WILL BE MAILED

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