

2011-2012 PAYROLL CALENDAR

~2011~

TIMESHEETS DUE IN PAYROLL OFFICE

July 8

August 9

September 7

October 5

November 7

December 1

PAY DAY

ALL EMPLOYEES ARE PAID ON THESE DATES

July 25

August 25

September 23

October 25

November 23

December 15

~2012~

TIME SHEETS DUE IN PAYROLL OFFICE

January 5

February 7

March 6

April 9

May 8

PAY DAY

January 25

February 24

March 22

April 25

May 24

Licensed Personnel due **MAY 30**
Balance of Contract Teacher & Hd
Secretaries Timesheets

June 15

June 8
Hourly and Substitute employee
timesheets due

June 25
Hourly/12mo Maintenance
Custodial/District Office & All
Substitutes

**COMPLETE TIMESHEETS IN BLACK INK
SIGNATURE OF SUPERVISOR/ADMINISTRATOR REQUIRED**

*** CLASSIFIED EMPLOYEES***

*** Always project time through the 10th**

***Substitutes cut off dates are the dates in the left hand column LONG
AND SHORT TERM SUBS ALL THE SAME***

6-15-12 Pay Date will change to 06-18-12 if the 18th is restored (as it was in 09-10)*Head Secretaries & Teacher BOC's will then be paid on 6-18-12**