

MONTHLY 10/11 MONTH EMPLOYEES PAYROLL CUT OFF DATES

BEGINNING DATES		CUT-OFF DATES	DUE TO PAYROLL NO LATER THAN:	PAY DATE
			ANYTHING TURNED IN AFTER THIS DATE WILL BE PAID ON THE NEXT MONTH'S PAY	
April 17, 2017	THROUGH	May 14, 2017	May 23, 2017	June 15, 2017
May 15, 2017	THROUGH	June 11, 2017	June 20, 2017	July 14, 2017
June 12, 2017	THROUGH	July 9, 2017	July 18, 2017	August 15, 2017
July 10, 2017	THROUGH	August 13, 2017	August 22, 2017	September 8, 2017
August 14, 2017	THROUGH	September 10, 2017	September 19, 2017	October 13, 2017
September 11, 2017	THROUGH	October 15, 2017	October 24, 2017	November 15, 2017
October 16, 2017	THROUGH	November 12, 2017	November 21, 2017	December 15, 2017
November 13, 2017	THROUGH	December 10, 2017	December 19, 2017	January 12, 2018
December 11, 2017	THROUGH	January 14, 2018	January 26, 2018	February 15, 2018
January 15, 2018	THROUGH	February 18, 2018	February 23, 2018	March 15, 2018
February 19, 2018	THROUGH	March 18, 2018	March 23, 2018	April 13, 2018
March 19, 2018	THROUGH	April 15, 2018	April 24, 2018	May 15, 2018
April 16, 2018	THROUGH	May 13, 2018	May 21, 2018	June 15, 2018
May 14, 2018	THROUGH	June 10, 2018	June 18, 2018	July 13, 2018
June 11, 2018	THROUGH	July 8, 2018	July 16, 2018	August 15, 2018
July 9, 2018	THROUGH	August 12, 2018	August 21, 2018	September 7, 2018
August 13, 2018	THROUGH	September 9, 2018	September 17, 2018	October 15, 2018
September 10, 2018	THROUGH	October 14, 2018	October 22, 2018	November 15, 2018
October 15, 2018	THROUGH	November 11, 2018	November 19, 2018	December 14, 2018
November 12, 2018	THROUGH	December 9, 2018	December 17, 2018	January 15, 2019

TIME SHEETS RECORD TIME WORKED ALSO RECORDS ALL LEAVES EXAMPLE: SICK, PERSONAL, JURY DUTY, DEATH IN FAMILY, LEAVE WITHOUT PAY. It does not determine your pay check unless you are hourly.

Employees paid by contracts are paid over 12 months. Your salary is divided by 12 months and that is your pay each month.

NON CONTRACT PAY AND EVENT SCHEDULE PAY SHEETS ARE PAID PER THE PROGRAM AND RATE ATTACHED TO IT BY THE PAYROLL CUT OFF DATES. (These hours are paid for actual hours worked.)

IF YOU ARE HOURLY THEN YOUR HOURS WORKED ARE PAID BY THIS PAY CUT OFF SHEET

(You are only paid for actual hours worked.)

EMPLOYEES PAID ON 15TH	=	TEACHERS	SUBSTITUTES	CAFETERIA WORKERS
		TEACHING ASSISTANTS	NON CONTRACT PAY	CUSTODIAL WORKERS
		10 MONTH ADMIN ASS'T	PART TIME WORKERS	

BE AWARE: TURN IN ALL EXTRA PAY IMMEDIATELY AFTER PAYROLL CUT OFF DATE TO YOUR SUPERVISOR FOR APPROVAL !! TURNING IN LATE AND WAITING FOR THEIR SIGNATURE CAN CAUSE YOUR TIME TO BE TUNED IN LATE AND THEREFORE, NOT PAID UNTIL FOLLOWING MONTH.