

2018/2019  
**CERTIFICATED & CLASSIFIED  
 CONTRACT EMPLOYEES  
 DUE DATES**

Documents for the Month of:	Due in Payroll:	To be Paid:	
		Classified:	Certificated:
June, 2018	Monday July 9	July 31	August 1
July, 2018	Thursday August 9	August 31	September 3
August, 2018	Monday September 10	September 28	October 1
September, 2018	Tuesday October 9	October 31	November 1
October, 2018	Friday November 9	November 30	December 3
November, 2018	Thursday December 6	December 31	January 2
December, 2018	Thursday January 9	January 31	February 1
January, 2019	Thursday February 7	February 28	March 1
February, 2019	Friday March 8	March 29	April 1
March, 2019	Tuesday April 9	April 30	May 1
April, 2019	Thursday May 9	May 31	June 3
May, 2019	Monday June 10	June 28	July 1
June, 2019	Tuesday July 9	July 31	August 1

**All Timesheets**

are due to the Payroll Department by 4:30 p.m. on the due date.

**Any timesheets received after the proposed date and time  
 will be processed on the next regular payroll cycle.**

It is necessary for the timesheets to be completed with all required signatures, account numbers and properly filled out before payroll receives them. Any incomplete timesheets will be sent back to the site and will cause delay in payment.