

2018/2019
 CERTIFICATED & CLASSIFIED
 PAYROLL DUE DATES
 SUBSTITUTE AND HOURLY EMPLOYEES

Timesheet for Pay Period Ending:	Due in Payroll:	Warrant Pay Date:
July 15, 2018	Friday July 20	August 9
August 15, 2018	Wednesday August 22	September 10
September 15, 2018	Friday September 21	October 9
October 15, 2018	Monday October 22	November 9
November 15, 2018	Monday November 19	December 10
December 15, 2018	Monday December 17	January 9
January 15, 2019	Monday January 21	February 11
February 15, 2019	Wednesday February 20	March 11
March 15, 2019	Wednesday March 21	April 9
April 15, 2019	Monday April 22	May 9
May 15, 2019	Wednesday May 22	June 10
June 15, 2019	Friday June 21	July 9

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 paid 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.