

2018-2019 PAYROLL SCHEDULE

		<i>Applies to Work Performed and submitted by VOUCHER</i>						
# of pays for 12 month employees	# of pays for 10 month employees	Work Performed From	Work Performed Until	Completed Vouchers due to Supervisors By end of Day on	Completed Vouchers In Payroll By Noon on	DISTRICT PAY DATES	Key Code	REMARKS
						07/11/18	2	Summer Savings Payout # 1
1		06/23/18	06/29/18	06/29/18	07/02/18	07/13/18	3	ESY Program 6 week program (week 1 &2)
2		06/30/18	07/13/18	07/13/18	07/16/18	07/27/18	3	ESY Program 6 week program (week 3&4), 1st 3 week program
						08/08/18	2	Summer Savings Payout # 2
3		07/14/18	07/27/18	07/27/18	07/30/18	08/10/18	3	ESY Program 6 week program (week 5&6), 2nd 3 week program
4		07/28/18	08/10/18	08/10/18	08/13/18	08/24/18		
4.5		08/11/18	08/17/18	08/17/18	08/20/18	08/31/18	1, 5	Half pay 12 month employees only One week voucher pay
5.5	1	08/18/18	08/31/18	08/31/18	09/04/18	09/14/18		
6.5	2	09/01/18	09/14/18	09/14/18	09/17/18	09/28/18		
7.5	3	09/15/18	09/28/18	09/28/18	10/01/18	10/12/18		
8.5	4	09/29/18	10/12/18	10/12/18	10/15/18	10/26/18		
9.5	5	10/13/18	10/26/18	10/26/18	10/29/18	11/07/18		NJEA Week - early payday
10.5	6	10/27/18	11/09/18	11/09/18	11/12/18	11/21/18		Thanksgiving Break - early payday
11.5	7	11/10/18	11/23/18	11/23/18	11/26/18	12/07/18		
12.5	8	11/24/18	12/07/18	12/07/18	12/10/18	12/21/18		
13.5	9	12/08/18	12/14/18	12/14/18	12/17/18	01/04/19	5	Winter Break 12/24/18-01/01/19 voucher dates change for break (1 week of vouchers)
14.5	10	12/15/18	01/04/19	01/04/19	01/07/19	01/18/19	5	Winter Break 12/24/18-01/01/19 voucher dates change for break (3 weeks of vouchers)
15.5	11	01/05/19	01/18/19	01/18/19	01/21/19	02/01/19		
16.5	12	01/19/19	02/01/19	02/01/19	02/04/19	02/14/19		President's Weekend early payday
17.5	13	02/02/19	02/15/19	02/15/19	02/18/19	03/01/19		
18.5	14	02/16/19	03/01/19	03/01/19	03/04/19	03/15/19		
19.5	15	03/02/19	03/15/19	03/15/19	03/18/19	03/29/19	1	3rd Payroll - please see below for deductions that will be taken out of this check
20.5	16	03/16/19	03/29/19	03/29/19	04/01/19	04/12/19		
21.5	17	03/30/19	04/05/19	04/05/19	04/08/19	04/18/19	5	Spring Break 04/19/19-04/26/19 voucher dates change for break (1 week of vouchers)
22.5	18	04/06/19	04/19/19	04/19/19	04/22/19	05/10/19	5	Spring Break 04/19/19-04/26/19 voucher dates change for break (3 weeks of vouchers)
23.5	19	04/20/19	05/10/19	05/10/19	05/13/19	05/24/19		
24.5	20	05/11/19	05/24/19	05/24/19	05/27/19	06/07/19		
	21	05/25/19	06/07/19	06/07/19	06/10/19	06/20/19	4	10 Month employees only LAST DAY OF SCHOOL - subject to changed based on 10 month last day of school
25.5						06/21/19		12 Month employees only
26		06/08/19	06/21/19	06/21/19	06/24/19	06/28/19	1	Half pay 12 month employees only

KEY CODE
1 Third Pay/Half Pay (1Week) - See Schedule, based on Plan Provider Contract
2 Summer Savings Payout agreement due to Business Office by July 1st
3 ESY Program - based on Participation in Full 6 week Program First 3 weeks or Last 3 weeks (see pge 10, LEA Contract)
4 Tentative Date based on actual last day of school
5 Vouchers Due Date Adjusted for breaks

3rd PAYROLLS 08/31/18, 03/29/19, 06/28/19	
Deductions WILL NOT be Taken	Deductions WILL be Taken
AFLAC	AXA
PRUDENTIAL	AIG VALIC
NJEA	GREAT AMERICAN
NJEA EXTRA	LINCOLN INVESTMENTS
PENSION - PERS/TPAF	MASS MUTUAL
PENSION INSURANCE	MET LIFE
PENSION BACK PAY	SECURITY BENEFIT LIFE
FSA/DCA	SECURITY FIRST INSURANCE
COLONIAL LIFE 10 MONTH ONLY	SIRACUSA
	CREDIT UNION
	SUMMER PAY
	COLONIAL LIFE 12 MO ONLY

Vouchers should be presented to supervisors allowing time for them to log, sign and then forward to Payroll.

No voucher will be processed without proper authorization signatures and account numbers. Incomplete voucher will be returned to supervisor for corrections and may delay payment.

*****PLEASE NOTE PAYROLL DEDUCTIONS FOR TEN MONTH EMPLOYEES FOR THE 18-19 SCHOOL YEAR IS OVER 21 PAYS*****