

# 2019-2020 PAYROLL SCHEDULE

		Applies to Work Performed and submitted by VOUCHER						
# of pays for 12 month employees	# of pays for 10 month employees	Work Performed From	Work Performed Until	Completed Vouchers due to Supervisors	Completed Vouchers In	DISTRICT PAY DATES	Key Code	REMARKS
				By end of Day on	Payroll By Noon on			
						07/12/19	1	Summer Savings Payout # 1
1		06/22/19	06/30/19	07/01/19	07/03/19	07/15/19	2	ESY Program 6 week program (week 1 &2)
2		07/01/19	07/15/19	07/16/19	07/18/19	07/30/19	2	ESY Program 6 week program (week 3&4)
						08/09/19	1	1st 3 week program
						08/15/19	2	Summer Savings Payout # 2
3		07/16/19	07/31/19	08/01/19	08/05/19	08/30/19		ESY Program 6 week program (week 5&6)
4		08/01/19	08/15/19	08/16/19	08/20/19	09/13/19		2nd 3 week program
5	1	08/16/19	08/31/19	09/03/19	09/05/19	09/27/19	3	
6	2	09/01/19	09/15/19	09/16/19	09/18/19	10/15/19		First half fall coaching payments
7	3	09/16/19	09/30/19	10/02/19	10/04/19	10/30/19	3	
8	4	10/01/19	10/15/19	10/16/19	10/18/19	11/15/19		Second half fall coaching payments
9	5	10/16/19	10/31/19	11/01/19	11/05/19	11/27/19		
10	6	11/01/19	11/15/19	11/18/19	11/20/19		3	Thanksgiving Break - early payday
						12/13/19		First half winter coaching payments
11	7	11/16/19	11/30/19	12/02/19	12/04/19	12/20/19	5	First half co-curricular position payments
12	8	12/01/19	12/08/19	12/09/19	12/11/19	01/15/20	5	Winter Break - voucher dates adjusted
13	9	12/09/19	12/31/19	01/02/20	01/06/20	01/30/20	3	Voucher dates adjusted to catch up from winter break
14	10	01/01/20	01/15/20	01/16/20	01/21/20	02/13/20		Second half winter coaching payments
15	11	01/16/20	01/31/20	02/03/20	02/05/20	02/28/20		President's Weekend early payday
16	12	02/01/20	02/15/20	02/18/20	02/20/20	03/13/20		
17	13	02/16/20	02/29/20	03/02/20	03/04/20	03/30/20		
18	14	03/01/20	03/15/20	03/16/20	03/18/20		3,5	Spring Break - voucher dates adjusted
19	15	03/16/20	03/27/20	03/30/20	04/01/20	04/08/20	5	First half spring coaching payments
20	16	03/28/20	04/15/20	04/20/20	04/22/20	04/30/20		Voucher dates adjusted to catch up from Spring Break
21	17	04/16/20	04/30/20	05/01/20	05/05/20	05/15/20	3	Second half spring coaching payments
22	18	05/01/20	05/15/20	05/18/20	05/20/20	05/29/20		
23	19	05/16/20	05/31/20	06/01/20	06/03/20	06/15/20	3	Second half co-curricular position payments
	20					06/22/20	4,5	10 month employees only LAST DAY OF SCHOOL - subject to change. Based on the last day of school
						06/30/20	5	No voucher pay
24		06/01/20	06/22/20	06/22/20	06/23/20			12 month employees only
								Voucher dates adjusted due to pay dates
1		06/23/20	06/30/20	07/01/20	07/03/20	07/15/20		20-21 SCHOOL YEAR - INFO ONLY - WILL BE ADDED TO 20-21 PAYROLL SCHEDULE.

### KEY CODE

- 1 Summer Savings Payout, agreement due to the Business Office by July 1st
- 2 ESY Program - based on participation in full 6 week program or participation in the first 3 week program or the second 3 week program. Please see page 11 of the LEA Contract
- 3 Coaching and Co-curricular payments
- 4 Tentative date based on actual last day of school
- 5 Vouchers due date adjusted for breaks or end of year pay dates

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 19-20 SCHOOL YEAR ARE OVER 20 PAYS\*\*\***