

TO: ALL STAFF
 FROM: DONNA ECKEL
 RE: PAYROLL DATES AND PROCEDURES FOR 2018-2019 yr.
 DATE:

In order to pay all part-time employees and employees earning stipends and overtime, the following schedule must be followed. All NON STIPEND timesheets MUST be entered in Frontline's Time and Attendance, and they MUST be approved by a supervisor prior to being paid. Time Sheets must be entered in Time and Attendance by 9 AM and then approved by the Supervisor by 9 AM.

Principals, Directors and Supervisors are reminded that all paper timesheets and timecards/timesheets must be checked, approved and initialed with the appropriate account numbers listed prior to their submittal to the Board Office. Please give yourself enough time before the deadline for your timesheet to be approved and signed by your supervisor.

****Electronic Time sheets must be submitted by the end of the pay period. If you do not submit your electronic time sheets by the end of the pay period, you must inform your supervisor and the payroll department to view and approve these hours!**

<u>TIMESHEETS/STIPEND SUBMITTED TO SUPERVISOR</u>		<u>TIMESHEETS APPROVED BY SUPERVISOR</u>		<u>PAYDATES</u>	
July	2 16	July	6 23	July	13 30
August	1 16	August	6 21	August	15 30
September	4 17	September	7 21	September	14 28
October	1 16	October	4 19	October	15 30
November	1 17	November	6 21	November	15 30
December	3 16	December	6 21	December	7 21
January	2 16	January	7 22	January	15 30
February	1 19	February	6 21	February	15 28
March	1 18	March	6 20	March	15 29
April	1 16	April	4 18	April	15 30
May	1 16	May	6 21	May	15 30
June	3 14	June	4 17	June	7 20 (Tentative)