

Please Post

PAYROLL CALENDAR FOR 2013-2014

(INCLUDES SUMMER 2014)

PAY DATE	Payroll	Dates covered in pay period	TIME CARDS DUE FROM SITES*	TIME CARDS DUE FROM AUTHORIZING DEPARTMENTS	Delivery Instructions for K-12 sites	Notes
7/31/2013	July Regular	July 1 - July 30			US MAIL to home address	
8/9/2013	July Variable	July 1 - July 20	7/22/2013	7/25/2013	US MAIL to home address	Summer School time cards paid July 1 through final day of Summer School
8/30/2013	August Regular	Aug 1- Aug 31			Normal	
9/10/2013	August Variable	July 21 - Aug 20	8/22/2013	8/25/2013	Normal	
9/30/2013	September Regular	Sept 1 - Sept 30			Normal	
10/10/2013	September Variable	Aug 21 - Sept 20	9/24/2013	9/27/2013	Normal	
10/31/2013	October Regular	Oct 1 -Oct 31			Normal	
11/8/2013	October Variable	Sept 21 - Oct 20	10/22/2013	10/25/2013	Normal	
11/27/2013	November Regular	Nov 1 - Nov 30			Normal	
12/10/2013	November Variable	Oct 21 - Nov 20	11/22/2013	11/26/2013	Normal	
12/31/2013	December Regular	Dec 1 - Dec 31			Normal	
1/10/2014	December Variable	Nov 21 - Dec 20	12/20/2013	12/26/2013	Normal	Time cards are due 12/20/2013 before closing for break
1/31/2014	January Regular	Jan 1 - Jan 31			Normal	
2/10/2014	January Variable	Dec 21 - Jan 20	1/22/2014	1/27/2014	Normal	
2/28/2014	February Regular	Feb 1 - Feb 29			Normal	
3/10/2014	February Variable	Jan 21 - Feb 20	2/14/2014	2/25/2014	Normal	Time cards are due 2/14/2014 before closing for break.
3/31/2014	March Regular	Mar 1 - Mar 31			Normal	
4/10/2014	March Variable	Feb 21 - Mar 20	3/24/2014	3/27/2014	Normal	
4/30/2014	April Regular	Apr 1 - Apr 30			Normal	
5/9/2014	April Variable	Mar 21 - Apr 20	4/22/2014	4/25/2014	Normal	
5/30/2014	May Regular	May 1 - May 31			Normal	
6/10/2014	May Variable	Apr 21 - May 20	5/22/2014	5/27/2014	Normal	
6/30/2014	June Regular	June 1 - June 30			US MAIL to home address	
6/30/2014	Deferred Pay				US MAIL to home address	
7/10/2014	June Variable	May 21 - June 20	6/23/2014	7/1/2014	US MAIL to home address	Time cards for June 21-30 must be walked into the District office by 4:00 P.M. on 6/30/14 for inclusion in the July 10th payroll.
		June 21 - June 30	6/30/2014			
	July Regular	July 1 - July 31			US MAIL to home address	
8/10/2014	July Variable	July 1 - July 20	7/23/2014	7/26/2014	US MAIL to home address	Summer School time cards paid July 1 - final day of Summer School
	August Regular	Aug 1 - Aug 31			Normal	
9/10/2014	August Variable	July 21 - Aug 20	8/22/2014	8/27/2014	Normal	

* "TIME CARDS DUE " date indicates the date that time cards should be sent from the originating site to either the Payroll department or to the required department for authorization (Special Ed, Food Service, Maintenance, etc.).