

Please Post

PAYROLL CALENDAR FOR 2012-2013

(INCLUDES SUMMER 2013)

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
7/31/2012	July Regular	July 1 - July 30			US MAIL to home address	
8/10/2012	July Variable	July 1 - July 20	7/24/2012	7/30/2012	US MAIL to home address	Summer School time cards paid July 1 through final day of Summer School
8/31/2012	August Regular	Aug 1- Aug 31			Normal	
9/10/2012	August Variable	July 21 - Aug 20	8/22/2012	8/28/2012	Normal	
9/28/2012	September Regular	Sept 1 - Sept 30			Normal	
10/10/2012	September Variable	Aug 21 - Sept 20	9/24/2012	9/28/2012	Normal	
10/31/2012	October Regular	Oct 1 - Oct 31			Normal	
11/9/2012	October Variable	Sept 21 - Oct 20	10/23/2012	10/29/2012	Normal	
11/30/2012	November Regular	Nov 1 - Nov 30			Normal	
12/10/2012	November Variable	Oct 21 - Nov 20	11/26/2012	11/30/2012	Normal	
12/14/2012	December Regular	Dec 1 - Dec 31			Normal	
1/10/2013	December Variable	Nov 21 - Dec 20	12/14/2012	12/31/2012	Normal	Time cards are due 12/14/2012 before closing for break
1/31/2013	January Regular	Jan 1 - Jan 31			Normal	
2/8/2013	January Variable	Dec 21 - Jan 20	1/23/2013	1/28/2013	Normal	
2/28/2013	February Regular	Feb 1 - Feb 29			Normal	
3/8/2013	February Variable	Jan 21 - Feb 20	2/15/2013	2/28/2013	Normal	Time cards are due 2/15/2013 before closing for break.
3/29/2013	March Regular	Mar 1 - Mar 31			Normal	
4/10/2013	March Variable	Feb 21 - Mar 20	3/22/2013	3/28/2013	Normal	Elementary sites in US MAIL to home address. All other sites, Normal delivery.
4/30/2013	April Regular	Apr 1 - Apr 30			Normal	
5/10/2013	April Variable	Mar 21 - Apr 20	4/23/2013	4/29/2013	Normal	
5/31/2013	May Regular	May 1 - May 31			Normal	
6/10/2013	May Variable	Apr 21 - May 20	5/22/2013	5/28/2013	Normal	
6/14/2013	June Regular	June 1 - June 30			US MAIL to home address	
6/28/2013	Deferred Pay #1 and #2				US MAIL to home address	
7/10/2013	June Variable	May 21 - June 20 June 21 - June 30	6/24/2013 6/28/2013	6/28/2013 7/2/2013	US MAIL to home address	Time cards for June 21-30 must be walked into the District office by 4:00 P.M. on 6/28/13 for inclusion in the July 10th payroll.
7/31/2013	July Regular	July 1 - July 31			US MAIL to home address	
8/9/2013	July Variable	July 1 - July 20	7/23/2013	7/29/2013	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	8/28/2013	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.).