

PAYROLL PROCESSING SCHEDULE – FISCAL YEAR 2008-2009

This important Schedule should be kept for future reference throughout the fiscal year, and a copy given to every staff member involved in the payroll function at your location.

The following will assist you in utilizing the Payroll Processing Schedule:

LV ACC or leave accruals: This column indicates the “payroll accrual periods” (1 through 13). Each “payroll accrual period” is comprised of two consecutive pay periods. After each “payroll accrual period”, full-time employees that receive payment for eleven days or more during those two consecutive pay periods, “earn” **one (1) sick day**.

Twelve-month full-time employees are also credited with **vacation days** after each “payroll accrual period”.


Based on the attached Schedule, the first “payroll accrual period” for the year is June 29 through July 26; the second is July 27 through August 23; etc.

PAY PERIOD: This column indicates the period being paid. The payroll periods for the District begin on a Friday and end on a Thursday.

FINAL ROSTER APPROVED: Please highlight this column! This is the date that all work locations must approve their payroll.

PAY DATE: This column indicates the date of the pay check or advice (direct deposit). The remainder columns are either self-explanatory, or for internal use. For information on optional (opt) days during the school year, please refer to the School Calendar.

Payroll Schedule 2008-2009

		PAYROLL PROCESSING SCHEDULE FISCAL YEAR 2008 - 2009					CHECKS		PAY DATE	REMARKS
		STANDARD DAYS IN PAY PERIOD	ROSTER STRIP DATE BY ITS	DAILY PAYROLL ATTENDANCE SHEETS AVAILABLE ON-LINE	FINAL ROSTERS APPROVED BY WORK LOCATION BY 2:00 P.M.	PAYROLLS PROCESSED BY ITS	FROM ITS TO TREASURY MGT.	FROM TREASURY MGT. TO MAIL ROOM		
LV ACC	PAY PERIOD From - Thru									
1	06/27 - 07/10	10	07/07	07/08	07/11	07/14	07/15	07/17	07/18	
	07/11 - 07/24	10	07/21	07/22	07/25	07/28	07/29	07/31	08/01	
2	07/25 - 08/07	10*	08/04	08/05	08/08	08/11	08/12	08/14	08/15	
	08/08 - 08/21	10*	08/18	08/19	08/22	08/25	08/26	08/28	08/29	
3	08/22 - 09/04	10	08/29	09/02	09/05	09/08	09/09	09/11	09/12	
	09/05 - 09/18	10	09/15	09/16	09/19	09/22	09/23	09/25	09/26	
4	09/19 - 10/02	10	09/29	09/30	10/03	10/06	10/07	10/09	10/10	
	10/03 - 10/16	10	10/13	10/14	10/17	10/20	10/21	10/23	10/24	
5	10/17 - 10/30	10	10/27	10/28	10/31	11/03	11/04	11/06	11/07	
	10/31 - 11/13	10	11/07	11/10	11/14	11/17	11/18	11/20	11/21	
6	11/14 - 11/27	10	11/20	11/21	11/26	12/01	12/02	12/04	12/05	APPROVE TWO (2) DAYS EARLY DUE TO THANKSGIVING
	11/28 - 12/11	10	12/08	12/09	12/11	12/12	12/15	12/18	12/19	APPROVE ONE (1) DAY EARLY DUE TO WINTER RECESS
7	12/12 - 12/25	10	12/12	12/15	12/17	12/18	12/19	12/23	01/02	APPROVE SEVEN (7) DAYS EARLY DUE TO WINTER RECESS
	12/26 - 01/08	10	01/05	01/06	01/09	01/12	01/13	01/15	01/16	
8	01/09 - 01/22	10	01/16	01/20	01/23	01/26	01/27	01/29	01/30	
	01/23 - 02/05	10	02/02	02/03	02/06	02/09	02/10	02/12	02/13	
9	02/06 - 02/19	10	02/13	02/17	02/20	02/23	02/24	02/26	02/27	
	02/20 - 03/05	10	03/02	03/03	03/06	03/09	03/10	03/12	03/13	
10	03/06 - 03/19	10	03/16	03/17	03/20	03/23	03/24	03/26	03/27	
	03/20 - 04/02	10	03/30	03/31	04/03	04/06	04/07	04/09	04/10	
11	04/03 - 04/16	10	04/13	04/14	04/17	04/20	04/21	04/23	04/24	
	04/17 - 04/30	10	04/27	04/28	05/01	05/04	05/05	05/07	05/08	
12	05/01 - 05/14	10	05/11	05/12	05/15	05/18	05/19	05/21	05/22	
	05/15 - 05/28	10	05/22	05/26	05/29	06/01	06/02	06/04	06/05	
13	05/29 - 06/11	10*	06/08	06/09	06/12	06/15	06/16	06/18	06/19	
	06/12 - 06/25	10*	06/19	06/22	06/25	06/26	06/29	07/01	07/02	APPROVE ONE (1) DAY EARLY DUE TO INDEPENDENCE DAY
	06/26 - 07/09	10	07/06	07/07	07/10	07/13	07/14	07/16	07/17	

* Days may vary depending on type of employees and individual school calendars.