

Auxiliary Staff Pay Periods and Pay Dates 2012-2013 School Year

Pay periods are **almost** always 14 days and run from Saturday through Friday.

Note: **five working days** are required to process payroll. This minimizes errors, helps employees check for accuracy and assures that overtime is paid properly.

Pay Date	Payment Periods (beginning dates)	Payment Periods (ending dates)	Number of Days	Documentation Due
14-Sep-2012	25-Aug-2012	7-Sep-2012	14 Days	10-Sep-2012
28-Sep-2012	8-Sep-2012	21-Sep-2012	14 Days	24-Sep-2012
15-Oct-2012	22-Sep-2012	5-Oct-2012	14 Days	8-Oct-2012
30-Oct-2012	6-Oct-2012	19-Oct-2012	14 Days	22-Oct-2012
15-Nov-2012	20-Oct-2012	9-Nov-2012	21 Days	12-Nov-2012
30-Nov-2012	10-Nov-2012	23-Nov-2012	14 Days	26-Nov-2012
14-Dec-2012	24-Nov-2012	7-Dec-2012	14 Days	10-Dec-2012
28-Dec-2012	8-Dec-2012	21-Dec-2012	14 Days	17-Dec-2012 *
15-Jan-2013	22-Dec-2012	4-Jan-2013	14 Days	7-Jan-2013
30-Jan-2013	5-Jan-2013	18-Jan-2013	14 Days	21-Jan-2013
15-Feb-2013	19-Jan-2013	8-Feb-2013	21 Days	11-Feb-2013
28-Feb-2013	9-Feb-2013	22-Feb-2013	14 Days	25-Feb-2013
15-Mar-2013	23-Feb-2013	8-Mar-2013	14 Days	11-Mar-2013
29-Mar-2013	9-Mar-2013	22-Mar-2013	14 Days	25-Mar-2013
15-Apr-2013	23-Mar-2013	5-Apr-2013	14 Days	8-Apr-2013
30-Apr-2013	6-Apr-2013	19-Apr-2013	14 Days	22-Apr-2013
15-May-2013	20-Apr-2013	3-May-2013	14 Days	6-May-2013
30-May-2013	4-May-2013	17-May-2013	14 Days	20-May-2013
14-Jun-2013	18-May-2013	7-Jun-2013	21 Days	10-Jun-2013
28-Jun-2013	8-Jun-2013	21-Jun-2013	14 Days	24-Jun-2013
15-Jul-2013	22-Jun-2013	5-Jul-2013	14 Days	8-Jul-2013
30-Jul-2013	6-Jul-2013	19-Jul-2013	14 Days	22-Jul-2013
15-Aug-2013	20-Jul-2013	2-Aug-2013	14 Days	5-Aug-2013
30-Aug-2013	3-Aug-2013	30-Aug-2013	28 Days	12-Aug-2013 *

*In December and August, the Director or Principal must estimate (for hourly employees) the total hours the employee is **“Expected”** to work for the period December 15th – Dec 21st, and August 10th – 30th. This estimate is necessary because of the manner in which payroll is processed for the month of December (**holidays**) and August (**Fiscal Year End**). If you have any questions, contact Armida Martinez at 886-6504.

For Direct Deposit, the District must transmit two days prior to the pay date. For this reason the documentation due dates are not negotiable. The Payroll Department must have all of your documentation by 4:30 on that date or the hours for that pay period **will not be processed. Thank you in advance for your cooperation in this matter.