

**Auxiliary Staff Pay Periods and Pay Dates**  
**2014-2015 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
15-Sep-2014	23-Aug-2014	5-Sep-2014	14 Days	8-Sep-2014
30-Sep-2014	6-Sep-2014	19-Sep-2014	14 Days	22-Sep-2014
15-Oct-2014	20-Sep-2014	3-Oct-2014	14 Days	6-Oct-2014
30-Oct-2014	4-Oct-2014	17-Oct-2014	14 Days	20-Oct-2014
14-Nov-2014	18-Oct-2014	31-Oct-2014	14 Days	3-Nov-2014
28-Nov-2014	1-Nov-2014	14-Nov-2014	14 Days	17-Nov-2014
15-Dec-2014	15-Nov-2014	28-Nov-2014	14 Days	1-Dec-2014
30-Dec-2014	29-Nov-2014	12-Dec-2014	14 Days	15-Dec-2014
15-Jan-2015	13-Dec-2014	2-Jan-2015	<b>21</b> Days	5-Jan-2015
30-Jan-2015	3-Jan-2015	16-Jan-2015	14 Days	20-Jan-2015
13-Feb-2015	17-Jan-2015	30-Jan-2015	14 Days	2-Feb-2015
27-Feb-2015	31-Jan-2015	13-Feb-2015	14 Days	17-Feb-2015
13-Mar-2015	14-Feb-2015	27-Feb-2015	14 Days	2-Mar-2015
30-Mar-2015	28-Feb-2015	20-Mar-2015	<b>21</b> Days	23-Mar-2015
15-Apr-2015	21-Mar-2015	3-Apr-2015	14 Days	6-Apr-2015
30-Apr-2015	4-Apr-2015	17-Apr-2015	14 Days	20-Apr-2015
15-May-2015	18-Apr-2015	1-May-2015	14 Days	4-May-2015
29-May-2015	2-May-2015	15-May-2015	14 Days	18-May-2015
15-Jun-2015	16-May-2015	5-Jun-2015	<b>21</b> Days	8-Jun-2015
30-Jun-2015	6-Jun-2015	19-Jun-2015	14 Days	22-Jun-2015
15-Jul-2015	20-Jun-2015	3-Jul-2015	14 Days	06-Jul-2015
30-Jul-2015	4-Jul-2015	17-Jul-2015	14 Days	20-Jul-2015
14-Aug-2015	18-Jul-2015	31-Jul-2015	14 Days	3-Aug-2014
28-Aug-2015	1-Aug-2015	21-Aug-2015	21 Days	17-Aug-2015

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.