

2018 - 2019

Auxiliary Staff Pay Periods and Pay Dates

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-2018	18-Aug-2018	31-Aug-2018	14 Days	4-Sep-2018
28-Sep-2018	1-Sep-2018	14-Sep-2018	14 Days	17-Sep-2018
15-Oct-2018	15-Sep-2018	28-Sep-2018	14 Days	1-Oct-2018
30-Oct-2018	29-Sep-2018	12-Oct-2018	14 Days	15-Oct-2018
15-Nov-2018	13-Oct-2018	26-Oct-2018	14 Days	29-Oct-2018
30-Nov-2018	27-Oct-2018	9-Nov-2018	14 Days	12-Nov-2018
14-Dec-2018	10-Nov-2018	23-Nov-2018	14 Days	26-Nov-2018
28-Dec-2018	24-Nov-2018	7-Dec-2018	14 Days	10-Dec-2018
15-Jan-2019	8-Dec-2018	28-Dec-2018	21 Days	4-Jan-2019
30-Jan-2019	29-Dec-2018	11-Jan-2019	14 Days	14-Jan-2019
15-Feb-2019	12-Jan-2019	25-Jan-2019	14 Days	28-Jan-2019
28-Feb-2019	26-Jan-2019	8-Feb-2019	14 Days	11-Feb-2019
15-Mar-2019	9-Feb-2019	22-Feb-2019	14 Days	25-Feb-2019
29-Mar-2019	23-Feb-2019	8-Mar-2019	14 Days	11-Mar-2019
15-Apr-2019	9-Mar-2019	29-Mar-2019	21 Days	1-Apr-2019
30-Apr-2019	30-Mar-2019	12-Apr-2019	14 Days	15-Apr-2019
15-May-2019	13-Apr-2019	26-Apr-2019	14 Days	29-Apr-2019
30-May-2019	27-Apr-2019	10-May-2019	14 Days	13-May-2019
14-Jun-2019	11-May-2019	31-May-2019	21 Days	3-Jun-2019
28-Jun-2019	1-Jun-2019	14-Jun-2019	14 Days	17-Jun-2019
15-Jul-2019	15-Jun-2019	28-Jun-2019	14 Days	1-Jul-2019
30-Jul-2019	29-Jun-2019	12-Jul-2019	14 Days	15-Jul-2019
15-Aug-2019	13-Jul-2019	26-Jul-2019	14 Days	29-Jul-2019
30-Aug-2019	27-Jul-2019	16-Aug-2019	21 Days	19-Aug-2019

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.