

2019-2020

Auxiliary Staff Pay Periods and Pay Dates

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

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 Day	Documentation Due
13-Sep-2019	17-Aug-2019	31-Aug-2019	15 Days	3-Sep-2019
30-Sep-2019	1-Sep-2019	14-Sep-2019	14 Days	16-Sep-2019
15-Oct-2019	15-Sep-2019	28-Sep-2019	14 Days	7-Oct-2019
31-Oct-2019	29-Sep-2019	12-Oct-2019	14 Days	21-Oct-2019
15-Nov-2019	13-Oct-2019	26-Oct-2019	14 Days	4-Nov-2019
29-Nov-2019	27-Oct-2019	9-Nov-2019	14 Days	18-Nov-2019
13-Dec-2019	10-Nov-2019	23-Nov-2019	14 Days	2-Dec-2019
31-Dec-2019	24-Nov-2019	7-Dec-2019	14 Days	9-Dec-2019
15-Jan-2020	8-Dec-2019	28-Dec-2019	21 Days	6-Jan-2020
31-Jan-2020	29-Dec-2019	11-Jan-2020	14 Days	21-Jan-2020
14-Feb-2020	12-Jan-2020	25-Jan-2020	14 Days	3-Feb-2020
28-Feb-2020	26-Jan-2020	8-Feb-2020	14 Days	18-Feb-2020
13-Mar-2020	9-Feb-2020	22-Feb-2020	14 Days	2-Mar-2020
31-Mar-2020	23-Feb-2020	7-Mar-2020	14 Days	9-Mar-2020
15-Apr-2020	8-Mar-2020	28-Mar-2020	21 Days	30-Mar-2020
30-Apr-2020	29-Mar-2020	11-Apr-2020	14 Days	20-Apr-2020
15-May-2020	12-Mar-2020	25-Apr-2020	14 Days	4-May-2020
29-May-2020	26-Apr-2020	9-May-2020	14 Days	18-May-2020
15-Jun-2020	10-May-2020	30-May-2020	21 Days	1-Jun-2020
30-Jun-2020	31-May-2020	13-Jun-2020	14 Days	15-Jun-2020
15-Jul-2020	14-Jun-2020	27-Jun-2020	14 Days	6-Jul-2020
31-Jul-2020	28-Jun-2020	11-Jul-2020	14 Days	20-Jul-2020
14-Aug-2020	12-Jul-2020	25-Jul-2020	14 Days	3-Aug-2020
31-Aug-2020	26-Jul-2020	15-Aug-2020	21 Days	18-Aug-2020

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.