

Pickerington Local School District 2308

Created 2/20/18

PAY SCHEDULE FOR 18-19 SCHOOL YEAF

PROJECTED PAYDATES AND TIME SHEET DUE DATES

NOTE: Substitute time sheets are due every payroll. Subs are paid twice per month on the same date as regular staff.

<u>PAY DATE</u>	<u>TIMESHEET DUE DATE</u>	<u>TIMESHEET DATES ON PAYCHECK</u>
September 5, 2018	8/21/2018	8/4/18 - 8/20/18
September 20, 2018	9/6/2018	8/21/18 - 9/5/18
October 5, 2018	9/21/2018	9/6/18 - 9/20/18
October 19, 2018	10/8/2018	9/21/18 - 10/5/18
November 5, 2018	10/22/2018	10/6/18 - 10/19/18
November 20, 2018	11/6/2018	10/20/18 - 11/5/18
December 5, 2018	11/20/2018*	11/6/18 - 11/20/18
December 20, 2018	12/6/2018	11/21/18 - 12/5/18
January 4, 2019	12/21/2018*	12/6/18 - 12/20/18
January 18, 2019	1/7/2019	12/21/18 - 1/4/19
February 5, 2019	1/22/2019	1/5/19 - 1/18/19
February 20, 2019	2/6/2019	1/19/19 - 2/5/19
March 5, 2019	2/21/2019	2/6/19 - 2/20/19
March 20, 2019	3/6/2019	2/21/19 - 3/5/19
April 5, 2019	3/25/2019 *	3/6/19 - 3/20/19
April 19, 2019	4/8/2019	3/21/19 - 4/5/19
May 3, 2019	4/22/2019	4/6/19 - 4/19/19
May 20, 2019	5/6/2019	4/20/19 - 5/3/19
June 5, 2019	5/21/2019	5/4/19 - 5/20/19
June 20, 2019	6/6/2019	5/21/19 - 6/5/19
July 5, 2019	6/21/2019	6/6/19 - 6/20/19
July 19, 2019	7/8/2019	6/21/19 - 7/5/19
August 5, 2019	7/22/2019	7/6/19 - 7/19/19
August 20, 2019	8/6/2019	7/20/19 - 8/5/19

Time sheets received in the Treasurer's Office after 3:00 pm on the due date will be held until the next regularly scheduled pay date.

DO NOT SEND TIMESHEETS/AESOP REPORTS THROUGH INTEROFFICE MAIL.

*Due to the holiday break, timesheets MUST be in the Treasurer's Office no later than 3:00 p.m. on **November 20, 2018, December 21, 2018, and March 25, 2019.**