

MEMORANDUM

TO: District #155
10 & 11 Month Non-Certified Employees & Substitute Teachers

FROM: Dr. Troy A. Paraday, Superintendent

DATE: July 1, 2018

RE: 2018-19 Payroll Schedule

PLEASE NOTE: The following schedule is used to determine pay dates for substitutes & all 10, 11 & 12 month non-certified employees who are required to submit timesheets.

<u>PAY DATES</u>	<u>PAY PERIODS</u>	<u>CUTOFF DATES</u>
07/13/18	THUR 06/21/18 thru WED 07/04/18	WED 07/04/18
07/27/18	THUR 07/05/18 thru WED 07/18/18	WED 07/18/18
08/10/18	THUR 07/19/18 thru WED 08/01/18	WED 08/01/18
08/24/18	THUR 08/02/18 thru WED 08/15/18	WED 08/15/18
09/07/18	THUR 08/16/18 thru WED 08/29/18	WED 08/29/18
09/21/18	THUR 08/30/18 thru WED 09/12/18	WED 09/12/18
10/05/18	THUR 09/13/18 thru WED 09/26/18	WED 09/26/18
10/19/18	THUR 09/27/18 thru WED 10/10/18	WED 10/10/18
11/02/18	THUR 10/11/18 thru WED 10/24/18	WED 10/24/18
11/16/18	THUR 10/25/18 thru WED 11/07/18	WED 11/07/18
11/30/18	THUR 11/08/18 thru WED 11/21/18	WED 11/21/18
12/14/18	THUR 11/22/18 thru WED 12/05/18	WED 12/05/18
12/28/18	THUR 12/06/18 thru WED 12/19/18	WED 12/19/18
01/11/19	THUR 12/20/18 thru WED 01/02/19	WED 01/02/19
01/25/19	THUR 01/03/19 thru WED 01/16/19	WED 01/16/19
02/08/19	THUR 01/17/19 thru WED 01/30/19	WED 01/30/19
02/22/19	THUR 01/31/19 thru WED 02/13/19	WED 02/13/19
03/08/19	THUR 02/14/19 thru WED 02/27/19	WED 02/27/19
03/22/19	THUR 02/28/19 thru WED 03/13/19	WED 03/13/19
04/05/19	THUR 03/14/19 thru WED 03/27/19	WED 03/27/19
04/19/19	THUR 03/28/19 thru WED 04/10/19	WED 04/10/19
05/03/19	THUR 04/11/19 thru WED 04/24/19	WED 04/24/19
05/17/19	THUR 04/25/19 thru WED 05/08/19	WED 05/08/19
05/31/19	THUR 05/09/19 thru WED 05/22/19	WED 05/22/19
06/14/19	THUR 05/23/19 thru WED 06/05/19	WED 06/05/19
06/28/19	THUR 06/06/19 thru WED 06/19/19	WED 06/19/19
07/12/19	THUR 06/20/19 thru WED 07/03/19	WED 07/03/19

The pay-period week is Thursday through Wednesday. **All time sheets need to be turned into the Business Office on Thursday Morning (NO EXCEPTIONS) following the cutoff date.** Thank you for your anticipated cooperation on this very important item!