

TO: ALL STAFF
 FROM: DONNA ECKEL
 RE: **PAYROLL DATES AND PROCEDURES FOR 2020-2021**
 DATE: June 18, 2020

In order to pay part-time employees, stipends and overtime, the following schedule must be followed.

All NON STIPEND positions MUST be entered as an electronic timesheet in Frontline’s Time and Attendance, and it MUST be approved by a supervisor prior to being paid. All timesheets must be entered and submitted by the due date.

All STIPEND positions should be recorded on a paper timesheet and submitted to your Supervisor for approval. **Please give yourself enough time before the deadline for your timesheet to be approved and signed by your supervisor.**

Principals, Directors and Supervisors are reminded that all paper timesheets **must be checked, approved and initialed with the appropriate account numbers listed prior to their submittal to the Board Office.**

<u>TIMESHEETS/STIPEND SUBMITTED TO SUPERVISOR</u>		<u>TIMESHEETS APPROVED BY SUPERVISOR</u>		<u>PAYDATES</u>	
July	1 16	July	6 20	July	15 30
August	3 17	August	5 19	August	14 28
September	1 16	September	3 18	September	15 30
October	1 16	October	5 18	October	15 30
November	2 16	November	3 18	November	13 30
December	1 16	December	3 17	December	11 23
January	4 19	January	6 21	January	15 29
February	1 16	February	3 18	February	12 26
March	1 16	March	3 18	March	15 26
April	6 16	April	8 20	April	15 30
May	3 17	May	5 19	May	14 27
June	1 15	June	2 16	June	4 18 (Tentative)