

TO: ALL STAFF
 FROM: PATRICIA RODGERS
 RE: PAYROLL DATES AND PROCEDURES FOR 2021-2022 (Revised)
 DATE:

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	2 16	August	4 18	August	13 30
September	1 16	September	3 20	September	15 30
October	1 18	October	5 20	October	15 29
November	1 16	November	3 18	November	15 30
December	1 16	December	3 17	December	10 23
January	3 18	January	5 20	January	14 31
February	1 16	February	3 17	February	15 28
March	1 16	March	3 18	March	15 31
April	1 19	April	4 20	April	8 29
May	2 16	May	4 18	May	13 26
June	1 10	June	1 10	June	7 17