

2018 - 2019 PAYROLL SCHEDULE TIME REPORTS/OVERTIME REPORTS/HOME INSTRUCTION

This schedule pertains to Time Reports, Overtime Reports & Home Instruction

PAY DATES	DUE IN PAYROLL WITH ALL APPROVALS
09/14/18 Friday	09/06/18 Thursday
09/28/18 Friday	09/20/18 Thursday
10/15/18 Monday	10/05/18 Friday
10/31/18 Wednesday	10/23/18 Tuesday
11/15/18 Thursday	11/05/18 Monday
11/30/18 Friday	11/19/18 Monday
12/14/18 Friday	12/06/18 Thursday
12/21/18 Friday	12/14/18 Friday
01/15/19 Tuesday	01/07/19 Monday
01/31/19 Thursday	01/23/19 Wednesday
02/15/19 Friday	02/07/19 Thursday
02/28/19 Thursday	02/20/19 Wednesday
03/15/19 Friday	03/07/19 Thursday
03/29/19 Friday	03/21/19 Thursday
04/15/19 Monday	04/05/19 Friday
04/30/19 Tuesday	04/22/19 Monday
05/15/19 Wednesday	05/07/19 Tuesday
05/31/19 Friday	05/21/19 Tuesday
06/14/19 Friday	06/06/19 Thursday
* 06/26/19 Wednesday	06/18/19 Tuesday
** 06/28/19 Friday	06/20/19 Thursday

* 06/26/19 Last payment for salaries

** 06/28/19 Time Report payment only - direct deposit will be in place -
paper checks can be picked up in Payroll on payday

Please make sure you sign & date your time report and keep a copy for your records. Please submit time reports to your immediate supervisor no more than 2 weeks after the work is performed. Time reports submitted beyond 60 days will not be paid as per 4.14(f) of the MEA contract. Do not send time reports directly to Payroll unless they are fully approved as this delays processing.