Gloucester County
Special Services
School District
1340 Tanyard Road
Sewell, New Jersey 08080

Gloucester County
Vocational-Technical
School District
1360 Tanyard Road
Sewell, New Jersey 08080

TO: All Personnel

FROM: Payroll Department

DATE: July 1, 2018

RE: ***Payroll Dates for the 2018-2019 School Year***

Pay dates and timesheet submission dates for the 2018-2019 school year are listed below:

Official Payday	**Timesheets Due by <u>noon</u> in Payroll Dept.**
July 13, 2018	July 3, 2018
July 31, 2018	July 17, 2018
August 15, 2018	August 2, 2018
August 31, 2018	August 17, 2018
September 14, 2018	September 4, 2018
September 28, 2018	September 18, 2018
October 15, 2018	October 3, 2018
October 31, 2018	October 17, 2018
November 15, 2018	November 2, 2018
November 30, 2018	November 16, 2018
December 14, 2018	December 4, 2018
December 21, 2018	December 11, 2018 ** (Hours worked 12/1-12/8)
January 15, 2019	January 2, 2019** (Hours worked 12/9-12/31)
January 31, 2019	January 17, 2019
February 14, 2019	February 4, 2019
February 28, 2019	February 19, 2019
March 15, 2019	March 4, 2019
March 29, 2019	March 19, 2019
April 15, 2019	April 2, 2019
April 30, 2019	April 17, 2019
May 15, 2019	May 2, 2019
May 31, 2019	May 17, 2019
June 14, 2019	June 4, 2019
June 28, 2019	June 18, 2019

**Please contact your Administrator/supervisor for timesheet submission

Original Time Sheets ONLY

No copies

Time sheets will be paid twice a month with the 15th and 31st pay.

Time sheets for the 31st pay will be due in the payroll office on or about the 17th day of the month by 12:00 p.m. (see attached payday schedule). ***They will include all time for the dates of the 1st through the 15th.***

Time sheets for the 15th pay will be due in the payroll office on or about the 3rd day of the month by 12:00 p.m. (see attached payday schedule). ***They will include all time from the prior month for the dates of the 16th through the end of the month***.

Please refer to the submission dates listed for each pay to insure that your time sheet is received by the requested date.

Any other payroll changes need to be received by the Human Resources Department Ten (10) business days prior to the pay date. *(Example: new hires, name changes, changes in position or salary amounts).*

If a time sheet or payroll change is not received by 12:00 p.m. on the due date, it will be processed with the following pay. Please make every effort to comply with these guidelines.

Exceptions and extensions will not be accommodated.

Thank you for your continued cooperation. If you have any questions, please feel free to contact the Payroll Department at extensions 1049, 1051, 1081 or 2183.

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