

2019 Payroll Schedule

Pay Period Begin Date	Pay Period End Date	Timecards Due to Payroll*	Pay Day	Run ID	Insurance**	Dues**	Pay, Deduction, & Benefit Notes**
(Saturday)	(Friday)	(by Monday)	(Friday)	<i>Payroll Use Only</i>	<i>See Notes Below</i>		(subject to change)
12/08/18	12/21/18	12/21/18 Friday	01/04/19	1901	Yes	No	Summer deductions for Jul-Aug insurance premiums start on 10M employees
12/22/18	01/04/19	01/07/19	01/18/19	1902	Yes	Yes	TA/NS winter break pay 12/24-12/28***
01/05/19	01/18/19	01/22/19 Tues	02/01/19	1903	Yes	No	
01/19/19	02/01/19	02/04/19	02/15/19	1904	Yes	Yes	1 st semester teacher extracurricular pay***
02/02/19	02/15/19	02/19/19 Tues	03/01/19	1905	Yes	No	
02/16/19	03/01/19	03/04/19	03/15/19	1906	Yes	Yes	
03/02/19	03/15/19	03/18/19	03/29/19	1907	No	No	3 rd payday of month – no ins or flex credits
03/16/19	03/29/19	04/01/19	04/12/19	1908	Yes	No	
03/30/19	04/12/19	04/15/19	04/26/19	1909	Yes	Yes	TA/NS spring break pay 4/1-4/5 ***
04/13/19	04/26/19	04/29/19	05/10/19	1910	Yes	No	
04/27/19	05/10/19	05/13/19	05/24/19	1911	Yes	Yes	
05/11/19	05/24/19	05/28/19 Tues	06/07/19	1912	Yes	No	Crossroads TA/NS spring break pay 5/27-5/31***
05/25/19	06/07/19	06/10/19	06/21/19	1913	Yes	Yes	2 nd semester teacher extracurricular pay***
06/08/19	06/21/19	06/24/19	07/05/19	1914	12m only	No	18-19 Summer pay refund
06/22/19	07/05/19	07/08/19	07/19/19	1915	12m only	Yes	18-19 Summer pay refund
07/06/19	07/19/19	07/22/19	08/02/19	1916	12m only	No	18-19 Summer pay refund
07/20/19	08/02/19	08/05/19	08/16/19	1917	12m only	Yes	18-19 Summer pay refund
08/03/19	08/16/19	08/19/19	08/30/19	1918	No	No	18-19 Summer pay refund 3 rd payday of month – no ins or flex credits
08/17/19	08/30/19	09/03/19 Tues	09/13/19	1919	12m only	No	2019-20 Summer pay deductions start up
08/31/19	09/13/19	09/16/19	09/27/19	1920	12m only	Yes	
09/14/19	09/27/19	09/30/19	10/11/19	1921	Yes	No	
09/28/19	10/11/19	10/14/19	10/25/19	1922	Yes	Yes	
10/12/19	10/25/19	10/28/19	11/08/19	1923	Yes	No	
10/26/19	11/08/19	11/11/19	11/22/19	1924	Yes	Yes	
11/09/19	11/22/19	11/25/19	12/06/19	1925	Yes	No	
11/23/19	12/06/19	12/09/19	12/20/19	1926	Yes	Yes	

IMPORTANT NOTES:

*Check with your supervisor to see when timesheets are due to him/her. The above due dates are the day that signed timesheets are due from the supervisor to the payroll department. Late timesheets may result in delayed pay. Off cycle checks are only generated on payday Friday and the Wednesday of non payroll week, and only when specific criteria is met related to the type/amount of missing pay. It is the employee's responsibility to notify payroll as soon as possible if they believe they are missing pay on their paycheck.

**Deductions: Union dues for teachers, EAs, TAs, Nutrition Services, and School/Community Professionals are taken each payroll. All other groups have dues taken once a month. (See "Dues" column for which paydays). Paydays with a "No" in the "Insurance" column do not have insurance or flex credits (but they do have flexible spending and HSA deductions taken.) 10M employees do not have many deductions including insurance taken during July or August.

***Refer to collective bargaining agreement for non-duty break pay eligibility. Extracurricular pay for teachers must be submitted to payroll by the building clerks on or before the timecard deadline for that pay period.

Paycheck data is available to employees on THURSDAY of payroll week.

Information subject to change – Always refer to the most current schedule on the payroll website.

Updated 3/27/19 PLN