

# SUMMIT BOARD OF EDUCATION

## Payroll Schedule 2014-2015

<u>MONTH</u>	<u>PAY DATE</u>	<u>PAY DAY</u>	<u>TIMESHEETS DUE to Payroll</u>
<b>JULY 12 months</b>	11	Friday	##
	25	Friday	##
			##
<b>AUGUST 12 months</b>	12	Tuesday	##
	26	Tuesday	##
			##
<b>SEPTEMBER 10/12 months</b>	5	Friday	##
	26	Friday	##
			##
<b>OCTOBER 10/12 months</b>	10	Friday	##
	24	Friday	##
			##
<b>NOVEMBER 10/12 months</b>	12	Wednesday	##
	26	Wednesday	##
			##
<b>DECEMBER 10/12 months</b>	12	Friday	##
	23	Tuesday	##
			##
<b>JANUARY 10/12 months</b>	12	Monday	##
	26	Monday	##
			##
<b>FEBRUARY 10/12 months</b>	12	Thursday	##
	26	Thursday	##
			##
<b>MARCH 10/12 months</b>	12	Thursday	##
	26	Thursday	##
			##
<b>APRIL 10/12 months</b>	10	Friday	##
	24	Friday	##
			##
<b>MAY 10/12 months</b>	12	Tuesday	##
	26	Tuesday	##
			##
<b>JUNE 10/12 months</b>	12	Friday	##
	<u>26**</u>	Friday	##
			##
<b>Timesheet only</b>	30*	Tuesday	##

### NO LATE TIMESHEETS ARE EVER ACCEPTED

**JUNE 25th IS THE LAST DAY FOR STUDENTS**  
**ALL CONTRACTED 10-MONTH EMPLOYEES ARE PAID 20 EQUAL GROSS PAYCHECKS FROM SEPTEMBER THROUGH JUNE.**  
**THE FIRST PAY OF THE MONTH COVERS THE 1<sup>ST</sup> THROUGH THE 15<sup>TH</sup> AND THE SECOND COVERS THE 16<sup>TH</sup> THROUGH THE END OF THE MONTH.**  
**SUBSTITUTES ARE PAID IN THE PAY PERIOD AFTER THEY WORK.**

\*\* DATE MAY CHANGE BASED ON SNOW DAYS.      \* ALL CHECKS MAILED.

REVISED April 17, 2014      To be approved at the May 15, 2014 meeting