

The following is a list of payroll dates, dates that payroll must be over to the central office by **3:00 pm**, and dates that should be included on timesheets for that pay period.

| Timesheets | Payroll to Central Office | Payroll Date |
|-------------------|----------------------------------|---------------------|
| 7/11/11-7/22/11 | 7/22/11 | 8/5/11 |
| 7/25/11-8/5/11 | 8/5/11 | 8/19/11 |
| 8/8/11-8/19/11 | 8/19/11 | 9/2/11 |
| 8/22/11-9/2/11 | 9/2/11 | 9/16/11 |
| 9/5/11-9/16/11 | 9/16/11 | 9/30/11 |
| 9/19/11-9/30/11 | 9/30/11 | 10/14/11 |
| 10/3/11-10/14/11 | 10/14/11 | 10/28/11 |
| 10/17/11-10/28/11 | 10/28/11 | 11/11/11 |
| 10/31/11-11/11/11 | 11/11/11 | 11/25/11 |
| 11/14/11-11/25/11 | 11/25/11 | 12/9/11 |
| 11/28/11-12/9/11 | 12/9/11 | 12/23/11 |
| 12/12/11-12/23/11 | 12/23/11 | 1/6/12 |
| 12/26/11-1/6/12 | 1/6/12 | 1/20/12 |
| 1/9/12-1/20/12 | 1/20/12 | 2/3/12 |
| 1/23/11-2/3/12 | 2/3/12 | 2/17/12 |
| 2/6/12-2/17/12 | 2/17/12 | 3/2/12 |
| 2/20/12-3/2/12 | 3/2/12 | 3/16/12 |
| 3/5/12-3/16/12 | 3/16/12 | 3/30/12 |
| 3/19/12-3/30/12 | 3/30/12 | 4/13/12 |
| 4/2/12-4/13/12 | 4/13/12 | 4/27/12 |
| 4/16/12-4/27/12 | 4/27/12 | 5/11/12 |
| 4/30/12-5/11/12 | 5/11/12 | 5/25/12 |
| 5/14/12-5/25/12 | 5/25/12 | 6/8/12 |
| 5/28/12-6/8/12 | 6/8/12 | 6/22/12 |
| 6/11/12-6/22/12 | 6/22/12 | 7/13/12 |
| 6/25/12-7/13/12 | 7/13/12 | 7/27/12 |

In order to receive pay for **Extra Duty** such as, meetings, after school programs, etc. a timesheet must be completed. The timesheet must include the date worked, start and end times and the specific reason for the Extra Duty. If the time sheet is received at the Board Office without the above information or does not have the Supervisor or Principal signature, the timesheet will be returned to the principal for correction, ultimately delaying payment for Extra Duty.