

## PAYROLL PROCESSING SCHEDULE – FISCAL YEAR 2013-2014

**This important Schedule should be kept for future reference throughout the fiscal year, and a copy given to every staff member involved in the payroll function at your location.**

The following will assist you in utilizing the Payroll Processing Schedule:

**SAP PAY PERIOD #:** This column indicates the “pay period number” for SAP payroll reporting purposes. On the “Report Time” screen, the **Payroll Period** is indicated in the first section. You may change the date range by entering a different **Period** number, and therefore, report time for a different pay period.

**PAY PERIOD From - Thru:** This column indicates the period being paid. The payroll periods for the District begin on a Friday and end on a Thursday.

**DAILY PAYROLL ATTENDANCE SHEETS AVAILABLE ON-LINE:** Please note availability dates and be sure to print your Payroll Attendance (Sign-In) Sheets on time!

**FINAL ROSTERS APPROVED:** This column has been highlighted! This is the date that all work locations **must** approve their payroll.

**PAY DATE:** This column indicates the date of the pay check or advice (direct deposit).

The remainder columns are either self-explanatory, or for internal use.

For information on optional (opt) days during the school year, please refer to the School Calendar.

### **Additional important payroll changes:**

Please be reminded that in SAP, the “accrual period” for sick and/or vacation leave **is a calendar month**. Leave quotas are calculated and accumulated **on the LAST DAY of the calendar month**.

At the end of each calendar month, full-time employees that receive payment for eleven days or more during that calendar month will “earn” **one (1) sick day**.

**NOTE:** Since four (4) days are credited in the first month of the fiscal year, no additional days are credited after the “seventh accrual month” for 10-Month employees and after the “eighth accrual month” for 12-Month employees.

At the end of each calendar month, full-time 12-month employees that receive payment for eleven days or more during that calendar month will “earn” **one (1) vacation accrual**.

**NOTE:** Those employees with vacation days reaching maximum accrual balance, must use vacation days **on or before the LAST WORKDAY of the calendar month**, in order not to lose the accrual for that month.

The leave accruals are stated in the collective bargaining agreements.



## PAYROLL PROCESSING SCHEDULE FISCAL YEAR 2013-14

SAP PAY PERIOD #	PAY PERIOD From - Thru	STANDARD DAYS IN PAY PERIOD	ATTENDANCE SHEETS AND INPUT SCREENS AVAILABLE ON-LINE	FINAL ROSTERS APPROVED BY	TIME TRANSFER & PAYROLL PROCESS BEGINS	CHECKS TO MAIL ROOM	P A Y D A T E	REMARKS
				BY 2:00 P.M.				
14	06/21-07/04	10	6/24	7/3	7/3	7/11	7/12	Approve one (1) day early due to July 4th
15	07/05-07/18	10	7/8	7/18	7/18	7/25	7/26	
16	07/19-08/01	10	7/22	8/1	8/1	8/8	8/9	
17	08/02-08/15	10*	8/5	8/15	8/15	8/22	8/23	
18	08/16-08/29	10*	8/19	8/28	8/28	9/5	9/6	Approve one (1) day early due to Labor Day
19	08/30-09/12	10	9/3	9/12	9/12	9/19	9/20	
20	09/13-09/26	10	9/16	9/26	9/26	10/3	10/4	
21	09/27-10/10	10	9/30	10/10	10/10	10/17	10/18	
22	10/11-10/24	10	10/14	10/24	10/24	10/31	11/1	
23	10/25-11/07	10	10/28	11/6	11/6	11/14	11/15	Approve one (1) day early due to Veteran's Day
24	11/08-11/21	10	11/12	11/19	11/19	11/26	11/27	Approve two (2) days early due to Thanksgiving
25	11/22-12/05	10	11/25	12/3	12/3	12/12	12/13	Approve two (2) days early due to Winter Recess
26	12/06-12/19	10	12/9	12/12	12/12	12/20	12/27	Approve five (5) days early due to Winter Recess
1	12/20-01/02	10	12/16	12/19	12/19	1/9	1/10	Approve ten (10) days early due to Winter Recess
2	01/03-01/16	10	1/6	1/15	1/15	1/23	1/24	Approve one (1) day early due to Martin Luther King Day
3	01/17-01/30	10	1/21	1/30	1/30	2/6	2/7	
4	01/31-02/13	10	2/3	2/12	2/12	2/20	2/21	Approve one (1) day early due to President's Day
5	02/14-02/27	10	2/18	2/27	2/27	3/6	3/7	
6	02/28-03/13	10	3/3	3/13	3/13	3/20	3/21	
7	03/14-03/27	10	3/17	3/20	3/20	4/3	4/4	Approve five (5) days early due to Spring Recess
8	03/28-04/10	10	3/31	4/10	4/10	4/17	4/18	
9	04/11-04/24	10	4/14	4/24	4/24	5/1	5/2	
10	04/25-5/08	10	4/28	5/8	5/8	5/15	5/16	
11	05/09-05/22	10	5/12	5/21	5/21	5/29	5/30	Approve one (1) day early due to Memorial Day
12	05/23-06/05	10	5/27	6/5	6/5	6/12	6/13	
13	06/06-06/19	10*	6/9	6/19	6/19	6/26	6/27	
14	06/20-07/03	10	6/23	7/2	7/2	7/10	7/11	Approve one (1) day early due to July 4th
15	07/04-07/17	10	7/7	7/17	7/17	7/24	7/25	

\* Days may vary depending on type of employees and individual school calendars.

**IMPORTANT NOTE:** Payroll for Drivers/Bus Aides (at Transportation Centers) must be approved by 4:30 P.M.