PAYROLL PROCESSING SCHEDULE – FISCAL YEAR 2014-2015

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 TO PRINT: Please note availability dates and **be sure to print your Payroll Attendance (Sign-In) Sheets on time!**

INPUT SCREENS AVAILABLE ON-LINE TO INPUT TIME: Please note availability dates to start inputting payroll information.

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

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

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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 "leave accrual" information:

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 WORK DAY 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 2014-15

SAP PAY PERIOD #	PAY PERIOD From - Thru	STANDARD DAYS IN PAY PERIOD	DAILY ATTENDANCE SHEETS AVAILABLE TO PRINT	INPUT SCREENS AVAILABLE ON-LINE TO INPUT TIME	FINAL ROSTERS APPROVED BY 2:00 P.M.	TIME TRANSFER & PAYROLL PROCESS BEGINS	PAY DATE	REMARKS
14	06/20-07/03	10	6/16	6/20	7/2 **	7/2	7/11	**Approve one (1) day early due to July 4th**
15	07/04-07/17	10	6/30	7/7	7/17	7/17	7/25	
16	07/18-07/31	10	7/14	7/18	7/31	7/31	8/8	
17	08/01-08/14	10*	7/28	8/1	8/14	8/14	8/22	
18	08/15-08/28	10*	8/11	8/15	8/27 **	8/27	9/5	**Approve one (1) day early due to Labor Day**
19	08/29-09/11	10	8/25	8/29	9/11	9/11	9/19	
20	09/12-09/25	10	9/8	9/12	9/25	9/25	10/3	
21	09/26-10/09	10	9/22	9/26	10/9	10/9	10/17	
22	10/10-10/23	10	10/6	10/10	10/23	10/23	10/31	
23	10/24-11/06	10	10/20	10/24	11/5 **	11/5	11/14	**Approve one (1) day early due to Veteran's Day**
24	11/07-11/20	10	11/3	11/7	11/18 **	11/18	11/26	**Approve two (2) days early due to Thanksgiving**
25	11/21-12/04	10	11/17	11/21	12/2 **	12/2	12/12	**Approve two (2) days early due to Winter Recess**
26	12/05-12/18	10	12/1	12/5	12/11 **	12/11	12/26	**Approve five (5) days early due to Winter Recess**
1	12/19-01/01	10	12/15	12/15	12/18 **	12/18	1/9	**Approve ten (10) days early due to Winter Recess**
2	01/02-01/15	10	12/19	1/5	1/14 **	1/14	1/23	**Approve one (1) day early due to Martin Luther King Day**
3	01/16-01/29	10	1/12	1/16	1/29	1/29	2/6	
4	01/30-02/12	10	1/26	1/30	2/11 **	2/11	2/20	**Approve one (1) day early due to President's Day**
5	02/13-02/26	10	2/9	2/13	2/26	2/26	3/6	
6	02/27-03/12	10	2/23	2/27	3/12	3/12	3/20	
7	03/13-03/26	10	3/9	3/13	3/19 **	3/19	4/3	**Approve five (5) days early due to Spring Recess**
8	03/27-04/09	10	3/20	3/30	4/9	4/9	4/17	
9	04/10-04/23	10	4/6	4/10	4/23	4/23	5/1	
10	04/24-05/07	10	4/20	4/24	5/7	5/7	5/15	
11	05/08-05/21	10	5/4	5/8	5/20 **	5/20	5/29	**Approve one (1) day early due to Memorial Day**
12	05/22-06/04	10	5/18	5/22	6/4	6/4	6/12	
13	06/05-06/18	10*	6/1	6/5	6/18	6/18	6/26	
14	06/19-07/02	10	6/15	6/19	7/1 **	7/1	7/10	**Approve one (1) day early due to July 4th**
15	07/03-07/16	10	6/29	7/3	7/16	7/16	7/24	

* Days may vary depending on type of employees.

** Indicates EARLY PAYROLL APPROVAL REQUIRED!

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

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