

## PAYROLL PROCESSING SCHEDULE - FISCAL YEAR 2009-2010

**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:

LV ACC or leave accruals: This column indicates the "payroll accrual periods" (1 through 13). Each "payroll accrual period" is comprised of two consecutive pay periods. After each "payroll accrual period", full-time employees that receive payment for eleven days or more during those two consecutive pay periods, **"earn" one (1) sick day.**

Twelve-month full-time employees are also credited with **vacation days** after each "payroll accrual period".

Based on the attached Schedule, the first "payroll accrual period" for the year is June 26 through July 23; the second is July 24 through August 20, etc.

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

**DAILY ATTENDANCE SHEET AVAILABLE ONLINE:** This is the date that the sign-in sheets for the upcoming pay period will become available online for printing.

**FINAL ROSTER APPROVED:** Please highlight this column! 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.



**PAYROLL PROCESSING  
SCHEDULE  
FISCAL YEAR 2009 - 2010**

**CHECKS**

LV ACC	PAY PERIOD From - Thru	STANDARD DAYS IN PAY PERIOD	ROSTER STRIP DATE BY ITS	DAILY PAYROLL ATTENDANCE SHEETS AVAILABLE ON-LINE	FINAL ROSTERS APPROVED BY WORK LOCATION BY 2:00 P.M.	PAYROLLS PROCESSED BY ITS	FROM ITS TO TREASURY MGT.	FROM TREASURY MGT. TO MAIL ROOM	PAY DATE	REMARKS
1	06/26 - 07/09	10	07/06	07/07	07/10	07/13	07/14	07/16	07/17	
	07/10 - 07/23	10	07/20	07/21	07/24	07/27	07/28	07/30	07/31	
2	07/24 - 08/06	10	08/03	08/04	08/07	08/10	08/11	08/13	08/14	
	08/07 - 08/20	10*	08/17	08/18	08/21	08/24	08/25	08/27	08/28	
3	08/21 - 09/03	10	08/28	08/31	09/03	09/04	09/08	09/10	09/11	APPROVE ONE (1) DAY EARLY DUE TO LABOR DAY
	09/04 - 09/17	10	09/14	09/15	09/18	09/21	09/22	09/24	09/25	
4	09/18 - 10/01	10	09/28	09/29	10/02	10/05	10/06	10/08	10/09	
	10/02 - 10/15	10	10/12	10/13	10/16	10/19	10/20	10/22	10/23	
5	10/16 - 10/29	10	10/26	10/27	10/30	11/02	11/03	11/05	11/06	
	10/30 - 11/12	10	11/06	11/09	11/13	11/16	11/17	11/19	11/20	
6	11/13 - 11/26	10	11/19	11/20	11/25	11/30	12/01	12/03	12/04	APPROVE TWO (2) DAYS EARLY DUE TO THANKSGIVING
	11/27 - 12/10	10	12/03	12/04	12/09	12/10	12/11	12/17	12/18	APPROVE TWO (2) DAYS EARLY DUE TO WINTER RECESS
7	12/11 - 12/24	10	12/11	12/14	12/16	12/17	12/18	12/29	12/30	APPROVE SEVEN (7) DAYS EARLY DUE TO WINTER RECESS
	12/25 - 01/07	10	01/04	01/05	01/08	01/11	01/12	01/14	01/15	
8	01/08 - 01/21	10	01/15	01/19	01/22	01/25	01/26	01/28	01/29	
	01/22 - 02/04	10	02/01	02/02	02/05	02/08	02/09	02/11	02/12	
9	02/05 - 02/18	10	02/12	02/16	02/19	02/22	02/23	02/25	02/26	
	02/19 - 03/04	10	03/01	03/02	03/05	03/08	03/09	03/11	03/12	
10	03/05 - 03/18	10	03/15	03/16	03/19	03/22	03/23	03/25	03/26	
	03/19 - 04/01	10	03/23	03/24	04/02	04/05	04/06	04/08	04/09	
11	04/02 - 04/15	10	04/12	04/13	04/16	04/19	04/20	04/22	04/23	
	04/16 - 04/29	10	04/26	04/27	04/30	05/03	05/04	05/06	05/07	
12	04/30 - 05/13	10	05/10	05/11	05/14	05/17	05/18	05/20	05/21	
	05/14 - 05/27	10	05/21	05/24	05/27	05/28	06/01	06/03	06/04	APPROVE ONE (1) DAY EARLY DUE TO MEMORIAL DAY
13	05/28 - 06/10	10*	06/07	06/08	06/11	06/14	06/15	06/17	06/18	
	06/11 - 06/24	10*	06/21	06/22	06/25	06/28	06/29	07/01	07/02	
	06/25 - 07/08	10	07/02	07/06	07/09	07/12	07/13	07/15	07/16	

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