

**SCHEDULE OF PAYDAYS – 2019/2020 SCHOOL YEAR - WATERTOWN CITY SCHOOL DISTRICT**

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TO: ALL STAFF

\*\*\***IMPORTANT – KEEP THIS SCHEDULE ALL YEAR**\*\*\*

ALSO, REMEMBER TO KEEP YOUR PAY STUBS!!!!!! PLEASE READ ALL NOTES BELOW....

TIME SHEETS MUST BE IN THE  
PAYROLL OFFICE THIS DATE-NO LATER

(MEMO)

FOR PAYMENT ON THE DATE OF:

1. Friday, June 21, 2019	<b>1<sup>st</sup> pay for 12 month salaried staff; Final pay Aides/Assts/LPNs</b>	Friday, July 5, 2019
2. Friday, July 5, 2019		Friday, July 19, 2019
3. Friday, July 19, 2019		Friday, August 2, 2019
4. Friday, August 2, 2019		Friday, August 16, 2019
5. Friday, August 16, 2019		Friday, August 30, 2019
6. Friday, August 30, 2019	<b>1<sup>st</sup> Pay - 10 Month Salaried Staff</b>	Friday, September 13, 2019
7. Friday, September 13, 2019		Friday, September 27, 2019
8. Friday, September 27, 2019		Friday, October 11, 2019
9. Friday, October 11, 2019		Friday, October 25, 2019
10. Friday, October 25, 2019		Friday, November 8, 2019
11. Friday, November 8, 2019		Friday, November 22, 2019
12. Friday, November 22, 2019		Friday, December 6, 2019
13. Friday, December 6, 2019		Friday, December 20, 2019
14. Friday, December 20, 2019		Friday, January 3, 2020
15. Friday, January 3, 2020		Friday, January 17, 2020
16. Friday, January 17, 2020		Friday, January 31, 2020
17. Friday, January 31, 2020		Friday, February 14, 2020
18. Friday, February 14, 2020		Friday, February 28, 2020
19. Friday, February 28, 2020		Friday, March 13, 2020
20. Friday, March 13, 2020		Friday, March 27, 2020
21. Friday, March 27, 2020	<b>Early Pay day due to Holiday</b>	<b>Thursday, April 9, 2020</b>
22. <b>Thursday, April 9, 2020</b>		Friday, April 24, 2020
23. Friday, April 24, 2020		Friday, May 8, 2020
24. Friday, May 8, 2020		Friday, May 22, 2020
25. Friday, May 22, 2020		Friday, June 5, 2020
26. Friday, June 5, 2020	<b>*Final Pay 12 Month Salaried Staff and 10 Month Salaried Staff</b>	Friday, June 19, 2020

1. Friday, June 19, 2020	<b>1<sup>st</sup> pay for 12 Month Salaried Staff &amp; Final Pay Aides/Assistants &amp; LPNs</b>	<b>Thursday, July 2, 2020</b>
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\*Pays ALL SALARIED EMPLOYEES THROUGH THE END OF JUNE 2020...21 Pays for 10-month instructional and clerical staff, and 26 Pays for 12-month staff. Those 10-month employees who elect the "BIG CHECK" in June will receive this on June 19, 2020. Aides, Assistants, and LPNs get 22 checks, with their last one on July 2, 2020.

TIME SHEETS: Absolutely **MUST** be submitted on the dates noted above. Where there are vacations, please send them **EARLY** whenever possible. TIMEKEEPERS are to turn in Time Sheets on the date specified. Time constraints preclude late submission of Time Sheets.

IMPORTANT: Time Sheets for **NON-FACULTY STAFF** MUST BE SENT TO NANCY  
Time Sheets for **FACULTY STAFF** MUST BE SENT TO TAMRA Please do not "mix" together in one envelope.

HOURLY AND DAILY EMPLOYEES PLEASE NOTE: Paychecks include the **ACTUAL TIME WORKED** THROUGH THE DATE THE TIME SHEET IS **TURNED IN** (see the date at left above).  
EXAMPLE: Your check that is DATED February 14, 2020 includes the time worked from January 18 through January 31, 2020. This also holds true for any extra hours worked by salaried employees. There is a 2 week lag on ALL HOURLY WAGES.

TO HAVE YOUR CHECKS MAILED: Employees whose paychecks are **REGULARLY MAILED (SUBSTITUTES)** are not concerned with this. Employees whose checks are regularly sent to their buildings, and who wish to have them mailed, must provide a **STAMPED SELF- ADDRESSED ENVELOPE TO PAYROLL**, no later than 4 working days prior to the payday. Checks are mailed the **DAY BEFORE** payday. **WE ABSOLUTELY DO NOT GUARANTEE DELIVERY THE NEXT DAY BY THE POST OFFICE!!**

PICK UP OF PAYCHECKS: **IMPORTANT** Checks may only be picked up by the payee whose name appears on the check, unless a **WRITTEN, SIGNED AUTHORIZATION** is received by the Payroll Department or Building Principal in advance of the payday. THERE ARE NO EXCEPTIONS. THIS INCLUDES SPOUSES AND OTHER FAMILY MEMBERS. A TELEPHONE CALL IS NOT ACCEPTABLE.

DELIVERY OF PAYCHECKS: ALL Paychecks will be sent to the respective buildings every payday. If you wish **OTHER DISPOSITION** of your paycheck (sent to another location) YOU MUST LET US KNOW. WE DO NOT AUTOMATICALLY HOLD PAYCHECKS IF YOU MOVE FROM "DAYS" TO "NIGHTS", OR IF YOU ARE GOING ON VACATION, ETC. IF YOU WANT YOUR CHECK HANDLED "DIFFERENTLY" IT IS YOUR RESPONSIBILITY TO NOTIFY US.

ABSENCES: Keep in mind that absences on your check stub reflect **TIME TAKEN THROUGH THE DAY THE TIME SHEET IS TURNED IN (A 2 WEEK LAG)**. **ALSO, IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF YOUR DAYS, EVEN THOUGH THEY APPEAR ON YOUR STUB. WE TRY HARD NOT TO MAKE ERRORS, BUT THEY CAN OCCUR.** Year round staff, please note: "Days" will not appear for the first few paychecks in the new fiscal year (July/August) because of the lag, and the new days that you earn. This makes it all the more important that you keep track on your own.

TIMEKEEPERS: Please furnish a copy of this schedule to first time substitutes and explain to them when they can expect to receive their first pay. The payroll office receives numerous phone calls from these employees because they did not get the schedule. This helps us, and them. THANKS!!