

WATERTOWN SCHOOL DISTRICT # 14-4

PAYROLL PERIODS FOR MONTHLY AND HOURLY EMPLOYEES

JULY, 2012 – JUNE, 2013

Listed below are the cut-off dates for payroll purposes and due dates for submitting time sheets. Time sheets must be submitted to the Business Office no later than **MONDAY NOON.** The school district workweek runs from Monday – Sunday. Payday is the last business day of the month.

Employees, Supervisors & Principals are responsible & accountable for ensuring timely submission of timesheets and that all hours are totaled and information is true and correct.

Leave forms must be included with timesheets.

PLEASE INCLUDE YOUR SOCIAL SECURITY NUMBER ON TIMESHEET

<u>PAYROLL PERIODS</u>	<u>TIME SHEETS DUE</u>	<u>PAYDAY</u>
June 11 – July 8	July 9	July 31
July 9 – August 12	August 13	August 31
August 13 – September 16	September 17	September 28
September 17 – October 14	October 15	October 31
October 15 – November 11	November 12	November 30
November 12 – December 9	December 10	December 31
December 10 – January 13	January 14	January 31
January 14 – February 10	February 11	February 28
February 11 – March 10	March 11	March 28
March 11 – April 7	April 8	April 30
April 8 – May 5	May 6	May 31
May 6 – June 9	June 10	June 28

Time sheets received after MONDAY NOON of the Timesheet Due Date will be held until the next pay period. Please contact Sue Trively, Payroll/Benefits Coordinator in the Business Office with questions.