

NORTHFIELD PUBLIC SCHOOLS

2018-19 PAYROLL CALENDAR

Pay Day	Payroll Period		Time Clock Plus Employee Approval Deadline	Time Clock Plus Supervisor Approval Deadline
July 13, 2018	6/16/18 - 6/29/18		Monday, July 2nd	Thursday, July 5th
July 30, 2018	6/30/18 - 7/13/18		Monday, July 16th	Wednesday, July 18th
August 15, 2018	7/14/18 - 7/30/18		Tuesday, July 31st	Thursday, August 2nd
August 30, 2018	7/31/18 - 8/15/18		Thursday, August 16th	Monday, August 20th
September 14, 2018	8/16/18 - 8/30/18		Friday, August 31st	Tuesday, September 4th
September 28, 2018	8/31/18 - 9/14/18	*	Monday, September 17th	Wednesday, September 19th
October 15, 2018	9/15/18 - 9/28/18	*	Monday, October 1st	Wednesday, October 3rd
October 30, 2018	9/29/18 - 10/15/18	*	Tuesday, October 16th	Thursday, October 18th
November 15, 2018	10/16/18 - 10/30/18	*	Wednesday, October 31st	Friday, November 2nd
November 30, 2018	10/31/18 - 11/15/18	*	Friday, November 16th	Tuesday, November 20th
December 14, 2018	11/16/18 - 11/30/18	*	Monday, December 3rd	Wednesday, December 5th
December 28, 2018	12/1/18 - 12/14/18	*	Monday, December 17th	Tuesday, December 18th**
January 15, 2019	12/15/18 - 12/28/18		Monday, December 31st	Wednesday, January 2nd
January 30, 2019	12/29/18 - 1/15/19	*	Wednesday, January 16th	Friday, January 18th
February 15, 2019	1/16/19 - 1/30/19	*	Thursday, January 31st	Monday, February 4th
February 28, 2019	1/31/19 - 2/15/19	*	Monday, February 18th	Wednesday, February 20th
March 15, 2019	2/16/19 - 2/28/19	*	Friday, March 1st	Tuesday, March 5th
March 29, 2019	3/1/19 - 3/15/19	*	Monday, March 18th	Wednesday, March 20th
April 15, 2019	3/16/19 - 3/29/19		Monday, April 1st	Wednesday, April 3rd
April 30, 2019	3/30/19 - 4/15/19	*	Tuesday, April 16th	Thursday, April 18th
May 15, 2019	4/16/19 - 4/30/19	*	Wednesday, May 1st	Friday, May 3rd
May 30, 2019	5/1/19 - 5/15/19	*	Thursday, May 16th	Monday, May 20th
June 14, 2019	5/16/19 - 5/30/19	*	Friday, May 31st	Tuesday, June 4th
June 28, 2019	5/31/19 - 6/14/19		Monday, June 17th	Wednesday, June 19th

NOTES:

1) ALL PAYROLL DOCUMENTATION MUST BE RECEIVED IN THE DISTRICT OFFICE ON THE AFTERNOON OF THE FOURTH BUSINESS DAY FOLLOWING THE LAST DAY OF THE PAYROLL PERIOD TO GUARANTEE PAYMENT.

2) SUPERVISORS ARE RESPONSIBLE FOR MEETING THIS DEADLINE

3) INCOMPLETE PAYROLL DOCUMENTATION WILL BE RETURNED AT THE DISCRETION OF THE PAYROLL SPECIALIST

* - THESE PAY DAYS WILL HAVE BENEFIT DEDUCTIONS FOR HOURLY STAFF WHO WORK PRIMARILY ON STUDENT CONTACT DAYS

** - PLEASE NOTE A CHANGE IN THE TYPICAL APPROVAL DATE STRUCTURE