

NORTHFIELD PUBLIC SCHOOLS

2019-20 PAYROLL CALENDAR

Pay Day	Payroll Period	
July 15, 2019	6/15/19 - 6/28/19	
July 30, 2019	6/29/19 - 7/15/19	
August 15, 2019	7/16/19 - 7/30/19	
August 30, 2019	7/31/19 - 8/15/19	
September 13, 2019	8/16/19 - 8/30/19	
September 30, 2019	8/31/19 - 9/13/19	*
October 15, 2019	9/14/19 - 9/30/19	*
October 30, 2019	10/1/19 - 10/15/19	*
November 15, 2019	10/16/19 - 10/30/19	*
November 29, 2019	10/31/19 - 11/15/19	*
December 13, 2019	11/16/19 - 11/29/19	*
December 30, 2019	11/30/19 - 12/13/19	*
January 15, 2020	12/14/19 - 12/30/19	
January 30, 2020	12/31/19 - 1/15/20	*
February 14, 2020	1/16/20 - 1/30/20	*
February 28, 2020	1/31/20 - 2/14/20	*
March 13, 2020	2/15/20 - 2/28/20	*
March 30, 2020	2/29/20 - 3/13/20	*
April 15, 2020	3/14/20 - 3/30/20	
April 30, 2020	3/31/20 - 4/15/20	*
May 15, 2020	4/16/20 - 4/30/20	*
May 29, 2020	5/1/20 - 5/15/20	*
June 15, 2020	5/16/20 - 5/29/20	*
June 30, 2020	5/30/20 - 6/15/20	

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

4) FRONTLINE TIME & ATTENDANCE APPROVALS FOR PRIOR WEEK (SUN-SAT);

EMPLOYEES = EVERY MONDAY (WEEKLY APPROVAL)

SUPERVISOR = EVERY TUESDAY (WEEKLY APPROVAL)

IT IS THE EMPLOYEES RESPONSIBILITY TO SUBMIT THEIR ELECTRONIC TIMESHEET.

UNSUBMITTED TIMESHEETS WILL NOT BE PAID

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