

## LINCOLN COUNTY SCHOOL DISTRICT PAYROLL CALENDAR 2018/2019

FTE EMPLOYEES			SUBS & RTE		
(1) MONTH	(2) PAYDAY 25th of the month (weekend / holiday rule applies)	(3) REGULAR FTE PAY PERIOD / The 1st to the last day of the CURRENT month NOTE: New Hires who begin work after the 10th will be paid the following month due to payroll processing cycle (see "How is my paycheck calculated").	(4) REMOTE TIME ENTRY (SECRETARIES ONLY) A) Due AROUND the 7th B) Use the Reporting Period for the Beyond FTE & Subbing (covers the 1st to the last day of the PREVIOUS month) NOTE: Contact PR if unable to finalize by due date and they will extend if possible.	(5) REPORTING PERIOD FOR BFTE & SUBBING TIME SHEETS A) Use Separate time sheets for each month B) Do not combine different months on the same time sheet. C) Covers the 1st to the last day of the PREVIOUS month	(6) SUBBING TIME SHEETS DUE TO PAYROLL: A) Every Friday B) The last day before a break (See examples in red below) C) On the last day of each month unless a break then see above **NOTE USE SEPARATE TIME SHEETS FOR EACH MONTH DO NOT COMBINE MONTHS
July 2018	7/25/2018	12 Month Employees July 1 - July 31	7/6/2018	June 1 - June 30 not already paid in June	7/31/2018 EVERY FRIDAY
August 2018	8/24/2018	11 & 12 Month Employees August 1 - August 31	8/7/18	July 1 - July 31	8/31/18 EVERY FRIDAY
September 2018	9/25/2018	Sept 1 - Sept 30	9/7/2018	August 1 - August 31	9/31/2018 EVERY FRIDAY
October 2018	10/25/2018	Oct 1 - Oct 31	10/5/2018	Sept 1 - Sept 30	10/31/2018 EVERY FRIDAY
November 2018	11/21/2018	Nov 1 - Nov 30	11/7/2018	Oct 1 - Oct 31	11/21/2018 & 11/30/18 EVERY FRIDAY
December 2018	12/21/2018	Dec 1 - Dec 31	12/7/2018	Nov 1 - Nov 30	12/21/2018 EVERY FRIDAY
January 2019	1/25/2019	Jan 1 - Jan 31	1/7/2019	Dec 1 - Dec 31	1/31/2019 EVERY FRIDAY
February 2019	2/25/2019	Feb 1 - Feb 28	2/7/2018	Jan 1 - Jan 31	2/22/2019 EVERY FRIDAY
March 2019	3/25/2019	March 1 - March 31	3/7/2019	Feb 1 - Feb 29	3/23/2019 EVERY FRIDAY
April 2019	4/25/2019	April 1 - April 30	4/8/2019	March 1 - March 31	4/30/2019 EVERY FRIDAY
May 2019	5/24/2019	May 1 - May 31	5/7/2019	April 1 - April 30	5/31/2019 EVERY FRIDAY
June 2019	6/25/2019	June 1 - June 30	6/7/2019	May 1 - May 31	6/14/2019 & EVERY FRIDAY
JULY ACC Period 13	6/26/2019	10-11 Month Employees July ACC	Contact Payroll	Contact PR for P-13	6/28/2019 N/A
AUG ACC Period 14	6/27/2019	10 Month Employees Aug ACC	Contact Payroll	Contact PR for P-14	N/A