

## LINCOLN COUNTY SCHOOL DISTRICT PAYROLL CALENDAR 2019/2020

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 2019	7/25/2019	12 Month Employees July 1 - July 31		7/5/2019	June 1 - June 30 not already paid in June	7/31/2019 EVERY FRIDAY
August 2019	8/23/2019	11 & 12 Month Employees August 1 - August 31		8/5/19	July 1 - July 31	8/30/19 EVERY FRIDAY
September 2019	9/25/2019	Sept 1 - Sept 30		9/5/2019	August 1 - August 31	9/30/2019 EVERY FRIDAY
October 2019	10/25/2019	Oct 1 - Oct 31		10/7/2019	Sept 1 - Sept 30	10/31/2019 EVERY FRIDAY
November 2019	11/25/2019	Nov 1 - Nov 30		11/5/2018	Oct 1 - Oct 31	11/22/2019 & 11/29/19 EVERY FRIDAY
December 2019	12/23/2019	Dec 1 - Dec 31		12/5/2019	Nov 1 - Nov 30	12/20/2019 EVERY FRIDAY
January 2020	1/24/2020	Jan 1 - Jan 31		1/7/2020	Dec 1 - Dec 31	1/31/2020 EVERY FRIDAY
February 2020	2/25/2020	Feb 1 - Feb 28		2/5/2020	Jan 1 - Jan 31	2/28/2020 EVERY FRIDAY
March 2020	3/25/2020	March 1 - March 31		3/5/2020	Feb 1 - Feb 29	3/20/2020 & 03/31/2020 EVERY FRIDAY
April 2020	4/24/2020	April 1 - April 30		4/6/2020	March 1 - March 31	4/30/2020 EVERY FRIDAY
May 2020	5/22/2020	May 1 - May 31		5/5/2020	April 1 - April 30	5/29/2020 EVERY FRIDAY
June 2020	6/25/2020	June 1 - June 30		6/5/2020	May 1 - May 31	6/10/2020 & 6/30/2020 EVERY FRIDAY
JULY ACC Period 13	6/26/2020	10-11 Month Employees July ACC		Contact Payroll	Contact PR for P-13	N/A
AUG ACC Period 14	6/29/2020	10 Month Employees Aug ACC		Contact Payroll	Contact PR for P-14	N/A