

Payroll Schedule For 2018-19 School Year

Pay checks will be issued on the following dates:

Timesheet due date for payment on the 15th payroll is the first working day of the month

Month in which work is done	Pay checks for salaries	Pay checks for timesheets	Pay checks for "late" timesheets
July 2018	7/31/18	8/15/18	8/22/18
August 2018	8/31/18	9/14/18	9/21/18
September 2018	9/28/18	10/15/18	10/22/18
October 2018	10/31/18	11/15/18	11/20/18
November 2018	11/30/18	12/14/18	(canceled)
December 2018	12/28/18 for Classified 1/2/19 for Certificated	1/15/19	1/22/19
January 2019	1/31/19	2/14/19	2/22/19
February 2019	2/28/19	3/15/19	3/22/19
March 2019	3/29/19	4/15/19	4/22/19
April 2019	4/30/19	5/15/19	5/22/19
May 2019	5/31/19	6/14/19	6/21/19
June 2019	6/28/19	7/15/19	7/22/19ⁱ

Payroll Department - How to Contact Us

Name	Position	Answer questions regarding	Phone
<p>Malika Upshur (last names beginning A to J)</p> <p style="text-align: center;">or</p> <p>Victoria Session (last names beginning K to Z)</p>	<p>Payroll Specialist</p>	<ul style="list-style-type: none"> ➤ pay check errors ➤ pay check delivery problems ➤ making changes to: <ul style="list-style-type: none"> ○ tax withholding ○ direct deposit ○ pay deductions ○ garnishments ○ pay check delivery ➤ obtaining copies of W-2's 	<p>644-6436 (Malika)</p> <p style="text-align: center;">or</p> <p>644-6067 (Victoria)</p>
<p>Nicole Caldwell</p>	<p>Payroll Supv.</p>	<ul style="list-style-type: none"> ➤ issues which cannot be resolved by payroll specialists ➤ STRS and PERS ➤ overpayments 	<p>644-6674</p>