

Payroll Schedule For 2019-20 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 2019	7/31/19	8/15/19	8/22/19
August 2019	8/30/19	9/13/19	9/20/19
September 2019	9/30/19	10/15/19	10/22/19
October 2019	10/31/19	11/15/19	11/22/19
November 2019	11/26/19	12/13/19	(canceled)
December 2019	12/30/19 for Classified 1/2/20 for Certificated	1/15/20	1/22/20
January 2020	1/31/20	2/13/20	2/21/20
February 2020	2/28/20	3/13/20	3/20/20
March 2020	3/31/20	4/15/20	4/22/20
April 2020	4/30/20	5/15/20	5/22/20
May 2020	5/29/20	6/15/20	6/22/20
June 2020	6/30/20	7/15/20	7/22/20

Payroll Department - How to Contact Us

Name	Position	Answer questions regarding	Phone
<p>Tonia Mitchell (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 (Tonia)</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>