



# Payroll Schedule

# 2018 - 2019

Unless otherwise noted below, all timesheets are due BEFORE NOON on the Monday following the last day of the pay period. If late, pay will be prepared the following period.

Dates			Timesheet due	Bank Deposit	Notes	
Aug-26-2018	-	Sep-08-2018	Sep-10	Sep-14		
Sep-09-2018	-	Sep-22-2018	Sep-24	Sep-28		
Sep-23-2018	-	Oct-06-2018	NID - Sept 28	Oct-05	Oct-12	Thanksgiving stat on Monday so timesheets due on the Friday prior
Oct-07-2018	-	Oct-20-2018	NID - Oct 19	Oct-22	Oct-26	
Oct-21-2018	-	Nov-03-2018		Nov-05	Nov-09	
Nov-04-2018	-	Nov-17-2018	NID - Nov 19	Nov-16	Nov-23	Non-instr. day on Monday so timesheets due on the Friday prior
Nov-18-2018	-	Dec-01-2018		Dec-03	Dec-07	
Dec-02-2018	-	Dec-15-2018		Dec-17	Dec-21	
Dec-16-2018	-	Dec-29-2018 *1		Dec. 21/31	Jan-04	Timesheets due last day of school before winter break
Dec-30-2018	-	Jan-12-2019		Jan-14	Jan-18	
Jan-13-2019	-	Jan-26-2019	NID - Jan 18	Jan-28	Feb-01	
Jan-27-2019	-	Feb-09-2019		Feb-11	Feb-15	
Feb-10-2019	-	Feb-23-2019		Feb-25	Mar-01	
Feb-24-2019	-	Mar-09-2019	NID - Mar 1	Mar-11	Mar-15	
Mar-10-2019	-	Mar-23-2019 *2		Mar. 15/22	Mar-29	Spring Break-timesheets due Friday prior or Mar. 22 as no one works the 2nd week
Mar-24-2019	-	Apr-06-2019	NID - April 8	Apr-05	Apr-12	Non-instr. day on Monday so timesheets due on the Friday prior
Apr-07-2019	-	Apr-20-2019		Apr-18	Apr-26	Good Friday & Easter Monday stats so timesheets due the Thursday prior
Apr-21-2019	-	May-04-2019		May-06	May-10	
May-05-2019	-	May-18-2019	NID - May 17	May-16	May-24	Victoria Day stat and non-instr. day so timesheets due on the Thursday
May-19-2019	-	Jun-01-2019		Jun-03	Jun-07	
Jun-02-2019	-	Jun-15-2019		Jun-17	Jun-21	
Jun-16-2019	-	Jun-29-2019	NID - June 28	Jun-27	Jul-05	Canada Day stat & non-instr. day (school closure) so timesheets due on Thursday
Jun-30-2019	-	Jul-13-2019		Jul-15	Jul-19	

- \*1 Winter Break - 2 weeks (Dec. 24 - Jan. 4) - may request ROE
- \*2 Spring Break - 2 weeks (Mar. 18 - Mar. 29) - may request ROE

Records of Employment are prepared for all 10 month employees automatically after the last pay period in June