

RIO GRANDE CITY CISD

REPORTING PERIODS AND PAY DATES

2011-2012

(Regular & Substitute Employees)

Reporting Period		No. of Days	Time Reports Due Date	Pay Date Monthly	Pay Date Semi-Monthly
Start Date	End Date				
August 16, 2011	August 31, 2011	12	September 1, 2011	September 30, 2011	September 15, 2011 September 30, 2011
September 1, 2011	September 30, 2011	22	October 3, 2011	October 28, 2011	October 14, 2011 October 28, 2011
October 3, 2011	October 31, 2011	20	November 1, 2011	November 22, 2011	November 15, 2011 November 22, 2011
November 1, 2011	November 30, 2011	19	December 1, 2011	December 21, 2011	December 15, 2011 December 21, 2011
December 1, 2011	December 21, 2011	15	January 5, 2012	January 27, 2012	January 13, 2012 January 27, 2012
January 5, 2012	January 31, 2012	19	February 1, 2012	February 24, 2012	February 15, 2012 February 24, 2012
February 1, 2012	February 29, 2012	20	March 1, 2012	March 30, 2012	March 9, 2012 March 30, 2012
March 1, 2012	March 31, 2012	17	April 2, 2012	April 27, 2012	April 13, 2012 April 27, 2012
April 2, 2012	April 30, 2012	19	May 1, 2012	May 25, 2012	May 15, 2012 May 25, 2012
May 1, 2012	June 1, 2012	24	June 4, 2012	June 29, 2012	June 15, 2012 June 29, 2012
Summer Pay Dates Are Subject to Change			July 2, 2012	July 27, 2012	July 13, 2012 July 27, 2012
			August 1, 2012	August 31, 2012	August 15, 2012 August 31, 2012

ALL CHECKS WILL BE RELEASED AT 9:00 AM ON PAY DATES

1. Reporting periods are subject to change due to weather days.
2. Pay checks for substitute teachers will be processed as per pay schedule; however, due dates for time reports will be adhered to. If the time reports are late, payment will be made at the next pay period
3. This schedule includes all extra supplement payroll checks.

**ALL PAYROLL CHANGES ARE NEEDED AT THE PAYROLL OFFICE ON THE
5TH CALENDAR DAY OF THE MONTH BEFORE **12:00 NOON.****

(If the 5th day falls on a weekend changes are due at the Payroll Office on the preceding Friday)