

**REPORTING PERIODS AND PAY DATES**  
**(Regular & Substitute Employees)**  
**2008 - 2009**

<b>Reporting Period</b>	<b>No of Days</b>	<b>Due Date</b>	<b>Pay Dates (Once a Month)</b>	<b>Pay Dates (Twice a Month)</b>
Aug. 18, 2008 - Aug. 29, 2008	10 Days	September 1, 2008	September 26, 2008	September 15, 2008 September 26, 2008
Sept. 1, 2008 - Sept. 30, 2008	22 Days	October 1, 2008	October 31, 2008	October 15, 2008 October 31, 2008
Oct. 1, 2008 - Oct. 31, 2008	23 Days	November 3, 2008	November 26, 2008	November 14, 2008 November 26, 2008
Nov. 3, 2008 - Nov. 26, 2008	18 Days	December 1, 2008	December 19, 2008	December 15, 2008 December 19, 2008
Dec. 1, 2008 - Dec. 31, 2008	15 Days	January 5, 2009	January 30, 2009	January 15, 2009 January 30, 2009
Jan. 1, 2009 - Jan. 30, 2009	20 Days	February 2, 2009	February 27, 2009	February 13, 2009 February 27, 2009
Feb. 2, 2009 - Feb. 27, 2009	20 Days	March 2, 2009	March 27, 2009	March 13, 2009 March 27, 2009
Mar. 2, 2009 - Mar. 31, 2009	17 Days	April 1, 2009	April 24, 2009	April 15, 2009 April 24, 2009
Apr. 1, 2009 - Apr. 30, 2009	20 Days	May 1, 2009	May 29, 2009	May 15, 2009 May 29, 2009
May 1, 2009 - May 30, 2009	22 Days	June 1, 2009	June 26, 2009	June 12, 2009 June 26, 2009
<b>SUMMER PAY DATES SCHEDULE</b>		July 15, 2009	July 31, 2009	July 15, 2009
		July 31, 2009		July 31, 2009
		August 14, 2009	August 28, 2009	August 14, 2009
		August 28, 2009		August 28, 2009

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

**Note:**

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 date 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 DATE SHOWN BELOW  
BEFORE 12:00 NOON  
(Including absent deduction)**

**DATE NEEDED: 5TH CALENDAR DAY OF THE MONTH  
(If the 5th day falls on weekend changes are due at the Payroll Office on the preceding Friday)**