

2009-2010

509J PAYROLL CUTOFF SCHEDULE

All 509J regular staff are paid for contracted time from the 1st through the 31st of each month. (i.e. September 1st through 30th paid on September 30th.) All extra time and absences are reported according to the cutoff dates shown below. 509J Classified Staff scheduled to work less than 4 hours per day may be paid actual hours worked. Please see contract language or contact Human Resources Department for your specific terms of payment. Substitutes/ students/tutors (non-regular staff) will be paid for hours worked according to the cutoff dates shown below. Please note the early cutoff dates in December.

Terminating employees will receive a final check based on the actual number of days worked in the current year.

Paychecks will be issued only on the dates specified below.

<u>CUTOFF DATES</u> <u>FOR TIMECARDS</u>	<u>TIMECARDS DUE</u> <u>IN PAYROLL</u>	<u>CHECKS WILL BE</u> <u>DISTRIBUTED ON</u>
July 1-July 4	July 8	July 31, 2009
July 5-Aug 8	Aug 12	August 31, 2009
Aug 9-Sept 5	Sept 9	September 30, 2009
Sept 6-Oct 10	Oct 14	October 30, 2009
Oct 11-Nov 7	Nov 12	November 30, 2009
Nov. 8-Dec 5	December 09	December 18, 2009
Due to the early December pay date, <u>without exception</u> – the new pay period will be rolled forward at noon, Wednesday, December 9th – so please plan accordingly.		
Dec. 6- Jan 9	Jan 13	January 29, 2010
Jan 10-Feb.6	Feb 10	February 26, 2010
Feb 7- March 6	March 10	March 31, 2010
March 7-Apr 3	April 7	April 30, 2010
Apr 4- May 8	May 12	May 28, 2010
May 9-June 5	June 9	June 30, 2010
June 6-June 30	June 30	July 30, 2010
July 1-July 10	July 14	July 30, 2010
July 11-Aug 7	Aug 11	August 31, 2010

BEFORE staff may begin work in your building, you must have Human Resources signature of their approval to work. Federal and State laws require we have complete information before we are able to process a paycheck. If you allow staff to work before ALL paperwork is completed you may jeopardize their ability to perform further work in this District.