PAYROLL PROCESSING SCHEDULE – FISCAL YEAR 2012-2013

This important Schedule should be kept for future reference throughout the fiscal year, and a copy given to every staff member involved in the payroll function at your location.

The following will assist you in utilizing the Payroll Processing Schedule:

SAP PAY PERIOD #: This column indicates the "pay period number" for SAP payroll reporting purposes. On the "Report Time" screen, the **Payroll Period** is indicated in the first section. You may change the date range by entering a different **Period** number, and therefore, report time for a different pay period.

PAY PERIOD From - Thru: This column indicates the period being paid. The payroll periods for the District begin on a Friday and end on a Thursday.

DAILY PAYROLL ATTENDANCE SHEETS AVAILABLE ON-LINE: Please note availability dates and be sure to print your Payroll Attendance (Sign-In) Sheets on time!

FINAL ROSTERS APPROVED: This column has been highlighted! This is the date that all work locations **must** approve their payroll.

PAY DATE: This column indicates the date of the pay check or advice (direct deposit).

The remainder columns are either self-explanatory, or for internal use.

For information on optional (opt) days during the school year, please refer to the School Calendar.

Additional important payroll changes:

Please be reminded that in SAP, the "accrual period" for sick and/or vacation leave **is a calendar month**. Leave quotas are calculated and accumulated **on the LAST DAY of the calendar month**.

At the end of each calendar month, full-time employees that receive payment for eleven days or more during that calendar month will "earn" **one (1) sick day**.

NOTE: Since four (4) days are credited in the first month of the fiscal year, no additional days are credited after the "seventh accrual month" for 10-Month employees and after the "eighth accrual month" for 12-Month employees.

At the end of each calendar month, full-time 12-month employees that receive payment for eleven days or more during that calendar month will "earn" **one (1) vacation accrual**.

NOTE: Those employees with vacation days reaching maximum accrual balance, must use vacation days **on or before the LAST WORKDAY of the calendar month**, in order not to lose the accrual for that month.

The leave accruals are stated in the collective bargaining agreements.

PAYROLL PROCESSING SCHEDULE
FISCAL YEAR 2012-13

SAP PAY PERIOD #	PAY PERIOD From - Thru	STANDARD DAYS IN PAY PERIOD	ATTENDANCE SHEETS AND INPUT SCREENS AVAILABLE ON-LINE	FINAL ROSTERS APPROVED BY 4:00 P.M.	TIME TRANSFER & PAYROLL PROCESS BEGINS	CHECKS TO MAIL ROOM	PAY DATE	REMARKS
14	06/22-07/05	10	6/25	7/5	7/5	7/12	7/13	
15	07/06-07/19	10	7/9	7/19	7/19	7/26	7/27	
16	07/20-08/02	10	7/23	8/2	8/2	8/9	8/10	
17	08/03-08/16	10*	8/6	8/16	8/16	8/23	8/24	
18	08/17-08/30	10*	8/20	8/29	8/29	9/6	9/7	Approve one (1) day early due to Labor Day
19	08/31-09/13	10	9/4	9/13	9/13	9/20	9/21	
20	09/14-09/27	10	9/17	9/27	9/27	10/4	10/5	
21	09/28-10/11	10	10/1	10/11	10/11	10/18	10/19	
22	10/12-10/25	10	10/15	10/25	10/25	11/1	11/2	
23	10/26-11/08	10	10/29	11/7	11/7	11/15	11/16	Approve one (1) day early due to Veteran's Day
24	11/09-11/22	10	11/13	11/20	11/20	11/29	11/30	Approve two (2) days early due to Thanksgiving
25	11/23-12/06	10	11/26	12/3	12/3	12/13	12/14	Approve three (3) days early due to Winter Recess
26	12/07-12/20	10	12/7	12/13	12/13	12/21	12/28	Approve five (5) days early due to Winter Recess
1	12/21-01/03	10	12/17	12/20	12/20	1/10	1/11	Approve ten (10) days early due to Winter Recess
2	01/04-01/17	10	1/7	1/16	1/16	1/24	1/25	Approve one (1) day early due to Martin Luther King Day
3	01/18-01/31	10	1/22	1/31	1/31	2/7	2/8	
4	02/01-02/14	10	2/4	2/13	2/13	2/21	2/22	Approve one (1) day early due to President's Day
5	02/15-02/28	10	2/19	2/28	2/28	3/7	3/8	
6	03/01-03/14	10	3/4	3/14	3/14	3/21	3/22	
7	03/15-03/28	10	3/18	3/21	3/21	4/4	4/5	Approve five (5) days early due to Spring Recess
8	03/29-04/11	10	4/1	4/11	4/11	4/18	4/19	
9	04/12-04/25	10	4/15	4/25	4/25	5/2	5/3	
10	04/26-5/09	10	4/29	5/9	5/9	5/16	5/17	
11	05/10-05/23	10	5/13	5/22	5/22	5/30	5/31	Approve one (1) day early due to Memorial Day
12	05/24-06/06	10	5/28	6/6	6/6	6/13	6/14	
13	06/07-06/20	10*	6/10	6/20	6/20	6/27	6/28	
14	06/21-07/04	10	6/24	7/3	7/3	7/11	7/12	Approve one (1) day early due to July 4th
15	07/05-07/18	10	7/8	7/18	7/18	7/25	7/26	

* Days may vary depending on type of employees and individual school calendars.

<u>**IMPORTANT NOTE:**</u> Payroll for Drivers/Bus Aides (at Transportation Centers) <u>must</u> be approved by <u>**4:30 P.M.**</u>

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