

WATERTOWN SCHOOL DISTRICT # 14-4

JULY 2018 – JUNE 2019 PAYROLL PERIODS

Employees, Supervisors & Principals are responsible & accountable for ensuring timely submission of accurate and totaled timesheets.

PLEASE INCLUDE YOUR EMPLOYEE ID ON TIMESHEET

first initial, last initial and last 6 of social security number – AB123456

Leave forms must be included with timesheets

<u>PAYROLL PERIODS</u> <i>*Workweek runs Monday-Sunday</i>	<u>TIME SHEETS DUE</u> <i>*Timesheets due by NOON</i>	<u>PAYDAY</u> <i>*Last business day of month</i>
June 11 – July 8	July 9	July 31
July 9 – August 12	August 13	August 31
August 13 – September 16	September 17	September 28
September 17 – October 14	October 15	October 31
October 15 – November 11	November 13	November 30
November 12 – December 9	December 10	December 31
December 10 – January 13	January 14	January 31
January 14 – February 10	February 11	February 28
February 11 – March 10	March 11	March 29
March 11 – April 7	April 8	April 30
April 8 – May 5	May 6	May 31
May 6 – June 9	June 10	June 28

Please contact Misty Brenden, Benefits Coordinator, in the Business Office with questions.