

Table 3

Warren County Schools
2013 – 2014 Established Payroll Dates and Absence Information
NORTHSIDE

10 Mo. Employees

<u>Days Included In The Pay Period</u>	<u>Absence Information</u>	<u>Payroll Dates</u>
Jul 15 – Aug 12	Jul 15 - July 19	July 31
Aug 13 – Sep 11	Jul 22 – Aug 16	Aug 30
Sep 12 – Oct 31	Aug 19 – Sept 13	Sept 20
Nov 1 – Dec 2	Sept 16 – Oct 11	Oct 31
Dec 3 – Dec 31	Oct 14 – Nov 8	Nov 27
Jan 1 – Feb 7	Nov 12 – Dec 6	Dec 20
Feb 10 – Mar 10	Dec 9 – Jan 10	Jan 31
Mar 11 – Apr 23	Jan 13 – Feb 14	Feb 28
Apr 24 – May 22	Feb 17 – Mar 14	Mar 21
May 23 – Jun 25	Mar 17 – Apr 11	Apr 30
	Apr 14 – May 9	May 30
	May 12 - Jun 13	Jun 27
	& Jun 16 – Jun 18	

Absences are to be keyed in daily at each site

[Absences from June 16th until June 25th are to be faxed in daily. Scheduled absences after June 10th are to be recorded and faxed daily]

Daily Substitutes

<u># Sch. Days Paid</u>	<u>Substitute Days Worked</u>	<u>Payroll Dates</u>
20	July 22 – Aug 16	Aug 30
18	Aug 20 – Sept 13	Sept 20
5	Sept 16 – Oct 11	Oct 31
19	Oct 14 – Nov 8	Nov 27
17	Nov 12 – Dec 6	Dec 20
10	Dec 9 – Jan 10	Jan 31
23	Jan 13 – Feb 14	Feb 28
18	Feb 17 – Mar 14	Mar 21
5	Mar 17 – Apr 11	Apr 30
18	Apr 14 – May 9	May 30
24	May 12 – Jun 13	Jun 27
3	& Jun 16 – Jun 18	

[Information for Sub Pay will be submitted with Teacher Absences]

11 & 12 Month Personnel and Misc.

<u>Absence Information</u>	<u>Payroll Dates</u>
Jul 1 – July 31	Jul 31
Aug 1 – Aug 31	Aug 30
Sep 1 – Sep 30	Sep 30
Oct 1 – Oct 31	Oct 31
Nov 1 – Nov 29	Nov 27
Dec 1 – Dec 31	Dec 20
Jan 1 – Jan 31	Jan 31
Feb 1 – Feb 28	Feb 28
Mar 1 – Mar 31	Mar 31
Apr 1 – Apr 30	Apr 30
May 1 – May 30	May 30
& Jun 1 - Jun 30	June 27

Pay periods are from the first of the month through the end of the month. Absences are to be keyed in daily at each site.

Bus Drivers/Longevity/Timesheet & Misc. (Mid-Month Pay)

<u>Days Worked</u>	<u>#Sch Days Paid</u>	<u>Time Sheets To Garage</u>	<u>Time Sheets To Finance</u>	<u>Payroll Dates</u>
7/22 - 8/2	10	8/5/13	8/9/13	Aug 16
8/5 - 8/30	19	9/3/13	9/6/13	Sept 13
9/3 - 9/27	14	9/30/13	10/4/13	Oct. 11
10/14 - 10/25	10	1/28/13	11/1/13	Nov 8
10/29 - 11/22	18	11/25/13	12/2/13	Dec 6
11/25 - 12/20	18	12/23/13	1/3/14	Jan 10
1/13 - 1/31	13	2/3/14	2/7/14	Feb 14
2/3 - 2/28	19	3/3/14	3/7/14	Mar 14
3/3 - 3/21	14	3/31/14	4/4/14	Apr 11
4/14 - 4/25	8	4/28/14	5/2/14	May 9
4/28 - 5/30	24	6/2/14	6/6/14	Jun 13
6/2 - 6/18	13	6/19/14	6/23/14	June 27

PLEASE NOTE: Longevity Pay Dates are July 12 & Aug 16