

Table 4

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

10 Mo. Employees

<u>Days Included In The Pay Period</u>	<u>Absence Information</u>	<u>Payroll Dates</u>
Aug 1 - Aug 29	Aug 1 - Aug 16	Aug 30
Aug 30 - Sept 30	Aug 19 - Sept 13	Sept 30
Oct 1 - Oct 29	Sep 16 - Oct 11	Oct 31
Oct 30 - Nov 28	Oct 14 - Nov 8	Nov 27
Nov 29 - Dec 27	Nov 12 - Dec 6	Dec 20
Dec 30 - Jan 28	Dec 9 - Jan 10	Jan 31
Jan 29 - Feb 26	Jan 13 - Feb 14	Feb 28
Feb 27 - Mar 28	Feb 17 - Mar 14	Mar 21
Mar 31 - Apr 28	Mar 17 - Apr 11	Apr 30
Apr 29 - May 28	Apr 14 - May 9	May 30
	May 12 - May 28	

Absences are to be keyed in daily at each site

[Absences from May 22th until May 28th are to be faxed in daily.]

Daily Substitutes

<u># Sch. Days Paid</u>	<u>Substitute Days Worked</u>	<u>Payroll Dates</u>
8	Aug 7 - Aug 16	Aug 30
18	Aug 20 - Sept 13	Sept 30
19	Sept 16 - Oct 11	Oct 31
20	Oct 14 - Nov 8	Nov 27
17	Nov 12 - Dec 6	Dec 20
15	Dec 9 - Jan 10	Jan 31
23	Jan 13 - Feb 14	Feb 28
19	Feb 17 - Mar 14	Mar 21
15	Mar 17 - Apr 11	Apr 30
18	Apr 14 - May 9	May 30
8	May 12 - May 21	June 13

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

11 & 12 Month Personnel and Misc.

<u>Absence Info.</u>	<u>Payroll Dates</u>
July 1 - July 31	July 31
Aug 1 - Aug 30	August 30
Sept 1 - Sept 30	Sept 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 3 - Mar 31	Mar 31
Apr 1 - Apr 30	Apr 30
May 1 - May 30	May 30
& June 1 - June 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 Date</u>
8/7 - 8/30	17	9/3/13	9/6/13	Sept 13
9/3 - 9/27	19	9/30/13	10/4/13	Oct 11
9/30 - 10/25	19	10/28/13	11/1/13	Nov 8
10/28 - 11/22	19	11/25/13	12/2/12	Dec 6
11/25 - 12/20	18	12/23/13	1/3/14	Jan 10
1/6 - 1/31	18	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	15	3/31/14	4/4/14	Apr 11
3/31 - 4/25	18	4/28/14	5/2/14	May 9
4/28 - 5/21	18	6/2/14	6/6/14	June 13

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