

## PAYROLL PROCESSING SCHEDULE – FISCAL YEAR 2016-2017

**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 TO PRINT:** Please note availability dates and **be sure to print your Payroll Attendance (Sign-In) Sheets on time!**

**INPUT SCREENS AVAILABLE ON-LINE TO INPUT TIME:** Please note availability dates to start inputting payroll information. **IMPORTANT:** When processing Prior Period Corrections, you **MUST** enter the correct SAP PAY PERIOD # manually.

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

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

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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 “leave accrual” information:**

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 WORK DAY of the calendar month**, in order not to lose the accrual for that month.

The leave accruals are stated in the collective bargaining agreements.



# REVISED PAYROLL PROCESSING SCHEDULE FISCAL YEAR 2016-17

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

\* Indicates EARLY PAYROLL APPROVAL REQUIRED!!

\*\* When processing Prior Period Corrections, you MUST enter the correct SAP PAY PERIOD #.

\*\*\* Days may vary depending on type of employees.

**IMPORTANT NOTE:** Payroll for Drivers/Bus Aides (at Transportation Centers) must be approved by 4:00 P.M.