

## PAYROLL PROCESSING SCHEDULE – FISCAL YEAR 2017-2018

**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.



## PAYROLL PROCESSING SCHEDULE FISCAL YEAR 2017-18

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	6/16-6/29	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	
16	7/14-7/27	10	7/10	7/14	7/27	7/27	8/4	
17	7/28-8/10	10***	7/24	7/28	8/10	8/10	8/18	
18	8/11-8/24	10***	8/7	8/11	8/24	8/24	9/1	
19	8/25-9/07	10	8/21	8/25	9/6 *	9/6	9/15	Approve one (1) day early due to Weather
20	9/08-9/21	10	9/5	9/7	9/21	9/21	9/29	
21	9/22-10/05	10	9/18	9/22	10/5	10/5	10/13	
22	10/06-10/19	10	10/2	10/6	10/19	10/19	10/27	
23	10/20-11/2	10	10/16	10/20	11/1 *	11/1	11/9	Approve one (1) day early due to Veteran's Day
24	11/03-11/16	10	10/30	11/2	11/14 *	11/14	11/22	Approve two (2) days early due to Thanksgiving
25	11/17-11/30	10	11/13	11/15	11/29 *	11/29	12/8	Approve one (1) day early due to System Upgrades
26	12/01-12/14	10	11/27	11/30	12/7 *	12/7	12/22	Approve five (5) days early due to Winter Recess
1	12/15-12/28	10	12/11	12/8	12/14 *	12/14	1/5	Approve ten (10) days early due to Winter Recess
2	12/29-1/11	10	12/18	12/15	1/10 *	1/10	1/19	Approve one (1) day early due to Martin Luther King Day
3	1/12-1/25	10	1/8	1/11	1/25	1/25	2/2	
4	1/26-2/08	10	1/22	1/26	2/8	2/8	2/16	
5	2/09-2/22	10	2/5	2/9	2/22	2/22	3/2	
6	2/23-3/08	10	2/20	2/23	3/8	3/8	3/16	
7	3/09-3/22	10	3/5	3/9	3/15 *	3/15	3/30	Approve five (5) days early due to Spring Recess
8	3/23-4/05	10	3/19	3/16	4/5	4/5	4/13	
9	4/06-4/19	10	4/2	4/6	4/19	4/19	4/27	
10	4/20-5/03	10	4/16	4/20	5/3	5/3	5/11	
11	5/04-5/17	10	4/30	5/4	5/17	5/17	5/25	
12	5/18-5/31	10	5/14	5/18	5/31	5/31	6/8	
13	6/01-6/14	10***	5/29	6/1	6/14	6/14	6/22	
14	6/15-6/28	10***	6/11	6/15	6/27 *	6/27	7/6	Approve one (1) day early due to July 4th
15	6/29-7/12	10	6/25	6/28	7/12	7/12	7/20	

\* 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 2:00 P.M.