PAYROLL PROCESSING SCHEDULE – FISCAL YEAR 2018-2019

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 2018-19

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	6/15-6/28	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	
16	7/13-7/26	10	7/9	7/13	7/26	7/26	8/3	
17	7/27-8/09	10***	7/23	7/27	8/9	8/9	8/17	
18	8/10-8/23	10***	8/6	8/10	8/23	8/23	8/31	
19	8/24-9/06	10	8/20	8/24	9/6	9/6	9/14	
20	9/07-9/20	10	9/4	9/7	9/20	9/20	9/28	
21	9/21-10/04	10	9/17	9/21	10/4	10/4	10/12	
22	10/05-10/18	10	10/1	10/5	10/18	10/18	10/26	
23	10/19-11/01	10	10/15	10/19	11/1	11/1	11/9	
24	11/02-11/15	10	10/29	11/2	11/13 *	11/13	11/21	Approve two (2) days early due to Thanksgiving
25	11/16-11/29	10	11/13	11/14 **	11/28 *	11/28	12/7	Approve one (1) day early due to SAP System Upgrade
26	11/30-12/13	10	11/26	11/29 **	12/6 *	12/6	12/21	Approve five (5) days early due to Winter Recess
1	12/14-12/27	10	12/10	12/7 **	12/13 *	12/13	1/4	Approve ten (10) days early due to Winter Recess
2	12/28-1/10	10	12/17	12/14 **	1/10	1/10	1/18	
3	1/11-1/24	10	1/7	1/11	1/24	1/24	2/1	
4	1/25-2/07	10	1/22	1/25	2/7	2/7	2/15	
5	2/08-2/21	10	2/4	2/8	2/21	2/21	3/1	
6	2/22-3/07	10	2/19	2/22	3/7	3/7	3/15	
7	3/08-3/21	10	3/4	3/8	3/14 *	3/14	3/29	Approve five (5) days early due to Spring Recess
8	3/22-4/04	10	3/18	3/15 **	4/4	4/4	4/12	
9	4/05-4/18	10	4/1	4/5	4/18	4/18	4/26	
10	4/19-5/02	10	4/15	4/19	5/2	5/2	5/10	
11	5/03-5/16	10	4/29	5/3	5/16	5/16	5/24	
12	5/17-5/30	10	5/13	5/17	5/30	5/30	6/7	
13	5/31-6/13	10***	5/28	5/31	6/13	6/13	6/21	
14	6/14-6/27	10***	6/10	6/14	6/26 *	6/26	7/5	Approve one (1) day early due to July 4th
15	6/28-7/11	10	6/24	6/27 **	7/11	7/11	7/19	

* Indicates EARLY PAYROLL APPROVAL REQUIRED!!
** Please note that commencing on this day, the SAP period has already been changed to the pay period indicated in the <u>first column</u>. If you are processing payroll transactions (inputting absences, reporting days worked by substitutes, or hours worked by hourly employees, etc.), for any other pay period other than the one listed, you MUST change the SAP Pay Period number.
*** Days may vary depending on type of employees.

<u>IMPORTANT NOTE</u>: Payroll for Drivers/Bus Aides (at Transportation Centers) <u>must</u> be approved by <u>2:00 P.M.</u>

FM-4643 Rev. (04-18)