

SAP PAY PERIOD #	PAY PERIOD From - Through	STANDARD DAYS IN THE PAY PERIOD	2018 SUMMER PAYROLL PROCESSING SCHEDULE				P A Y D A T E	REMARKS
			DAILY ATTENDANCE SHEETS AVAILABLE TO PRINT	INPUT SCREENS AVAILABLE ON-LINE TO INPUT TIME	FINAL ROSTERS APPROVED BY 2:00 P.M.	TIME TRANSFER & PAYROLL PROCESS BEGINS		
14	6/15-6/28/2018	1	6/11	6/15	6/27**	6/27	7/6	Approve one (1) day early due to July 4th
15	6/29-7/12/2018	9*	6/25	6/28	7/12	7/12	7/20	
16	7/13-7/26/2018	10	7/9	7/13	7/26	7/26	8/3	
17	7/27-8/09/2018	2	7/23	7/27	8/9	8/9	8/17	

Summer Services Program will operate as follows:

Full days for Elementary Schools and K-8 Schools (teaching Elementary School grades) - which includes two (2) full days of Professional Development (PD) on 6/28 and 6/29/2018

Half days for Middle Schools and K-8 Schools (teaching Middle School grades) - which includes two (2) half days of Professional Development (PD) on 6/28 and 6/29/2018

Special Payroll Instructions:

* 7/4/2018 - Is a **non-paid Recess Day** for all 10-month employees - **DO NOT** report any time unless the employee actually worked

** Indicates **EARLY PAYROLL APPROVAL REQUIRED**

Temporary Instructors:

Temporary Instructors are paid at a daily rate, however, their time must be input (reported) in half-day increments.