

**NATCHITOCHESES PARISH SCHOOL BOARD
JULY 2019 - JUNE 2020
PAYROLL CALENDAR**

JULY 2019

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

AUGUST 2019

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

SEPTEMBER 2019

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 1 | | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

OCTOBER 2019

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | | | | | | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

NOVEMBER 2019

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

DECEMBER 2019

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

JANUARY 2020

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

FEBRUARY 2020

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | | | | | | 29 |

MARCH 2020

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | | | | | | 28 |
| 29 | 30 | 31 | | | | |

APRIL 2020

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | | 11 |
| 12 | | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

MAY 2020

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

JUNE 2020

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

Regular Payroll Dates

| | | |
|--------------------|-------------------|----------------|
| July 31, 2019 | November 22, 2019 | March 31, 2020 |
| August 30, 2019 | December 20, 2019 | April 30, 2020 |
| September 30, 2019 | January 31, 2020 | May 21, 2020 |
| October 31, 2019 | February 21, 2020 | June 30, 2020 |

Miscellaneous Payrolls

(i.e., Substitutes, Homebound, Workshops, Travel, Hourly Personnel, Extra Bus Trips, etc.)

| Time Worked In: | Reports Due | Dates Payroll is Mailed |
|-----------------|-------------------|-------------------------|
| July-19 | August 2, 2019 | August 15, 2019 |
| August-19 | September 4, 2019 | September 16, 2019 |
| September-19 | October 2, 2019 | October 15, 2019 |
| October-19 | November 4, 2019 | November 15, 2019 |
| November-19 | December 3, 2019 | December 16, 2019 |
| December-19 | January 8, 2020 | January 15, 2020 |
| January-20 | February 4, 2020 | February 14, 2020 |
| February-20 | March 3, 2020 | March 16, 2020 |
| March-20 | April 2, 2020 | April 15, 2020 |
| April-20 | May 4, 2020 | May 15, 2020 |
| May-20 | June 2, 2020 | June 15, 2020 |
| June-20 | | |

Summer School (Depends on Summer School Schedule)

NOTES

In order for Accounting to meet the Payroll Dates, all reports must be in by the due date. Leave entry must be checked against time sheets.

WE ARE NOW DIRECT DEPOSIT ONLY.

If reports are not turned in by the date stated above, everyone's check will be delayed.

All reports must be signed and dated.

TRAVEL:

Must be signed by employee and the Supervisor/Principal. Beginning August 1, 2003 travel is due on the same day as reports. Payment will be made on the 2nd Friday of the month.

ALL OUT-OF-PARISH REPORTS must have leave approval and agenda attached.

Miscellaneous Payrolls will be mailed.

Hourly personnel will be paid with substitutes.

| | | |
|--------------------------|-------------------------|----------------------|
| Christmas | | Secretaries Return |
| Thanksgiving | Reports Due | Secretaries last day |
| Professional Development | Students First/Last Day | / Half day |
| | HS Development Day | |