

TIMECARDS DUE

PAY DATE

From the 7th of the preceding month to the 6th of the current month (Example - September 7-October 6, 2011)

Funds available in the employee's account

July 7, 2011
August 5, 2011
September 7, 2011
October 6, 2011
November 4, 2011
December 7, 2011
January 5, 2012
February 7, 2012
March 6, 2012
April 5, 2012
May 7, 2012
June 7, 2012
July 5, 2012

July 15, 2011
August 15, 2011
September 15, 2011
October 13, 2011
November 15, 2011
December 15, 2011
January 13, 2012
February 15, 2012
March 14, 2012
April 13, 2012
May 15, 2012
June 15, 2012
July 13, 2012

HOLIDAY SCHEDULE

September 5, 2011 (Labor Day)
November 24, 2011 (Thanksgiving Day)
November 25, 2011 (Day After Thanksgiving-12 Month Employees)
December 26, 2011 (Christmas Day)
December 23 or 27, 2011 (Day Before or Day After Christmas-12 Month Employees)
January 2, 2012 (New Year's Day)
January 16, 2012 (Martin Luther King Jr. Birthday)
May 28, 2012 (Memorial Day)
July 4, 2012 (Fourth of July-12 Month Employees)

NOTE:

Timecards need to be signed by the employee and your immediate supervisor.
All employees will use a timecard to turn in their hours for extra duty.
Certified employees will complete a timecard for subbing.

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