

**2018-2019 School Cutoff Dates for Time Sheets and  
Pay Dates for 10th and 25th Payrolls**

<u>MONTH</u>	<u>CUTOFF DATE</u>	<u>PAY DATES</u>	
		10th	25th
July 2018	July 28, 2018	July 25, 2018	
August 2018	August 25, 2018	August 24, 2018	
September 2018	September 29, 2018	September 25, 2018	
October 2018	October 27, 2018	October 10 and 25, 2018	
November 2018	November 24, 2018	November 9 and 23, 2018	
December 2018	December 29, 2018	December 10 and 21, 2018	
January 2019	January 26, 2019	January 10 and 25, 2019	
February 2019	February 23, 2019	February 8 and 25, 2019	
March 2019	March 30, 2019	March 8 and 25, 2019	
April 2019	April 27, 2019	April 10 and 25, 2019	
May 2019	May 25, 2019	May 10 and 24, 2019	
June 2019	June 29, 2019	June 10 and 25, 2019	

Each of the cutoff dates falls on the last Saturday of the month for the 25th payroll. Substitutes (10th) fill out time for the calendar month. **Submit the timesheets to the Payroll Department as soon after the cutoff date as possible.**

The 2018-2019 calendar below, shows the above cutoff dates designated with a square. Payday for substitutes, and part-time employees without a work agreement will continue to be the 10th of each month, with the exception of July, August and September, which will pay on the 25th.

2018							2019							
<b>JULY</b>							<b>OCTOBER</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7	1	2	3	4	5	6		
8	9	10	11	12	13	14	7	8	9	10	11	12	13	
15	16	17	18	19	20	21	14	15	16	17	18	19	20	
22	23	24	25	26	27	28	21	22	23	24	25	26	27	
29	30	31					28	29	30	31				
<b>AUGUST</b>							<b>NOVEMBER</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4				1	2	3		
5	6	7	8	9	10	11	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	18	19	20	21	22	23	24	
26	27	28	29	30	31		25	26	27	28	29	30		
<b>SEPTEMBER</b>							<b>DECEMBER</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1						1		
2	3	4	5	6	7	8	2	3	4	5	6	7	8	
9	10	11	12	13	14	15	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	16	17	18	19	20	21	22	
23	24	25	26	27	28	29	23	24	25	26	27	28	29	
30							30	31						
<b>JANUARY</b>							<b>APRIL</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5				1	2	3	4
6	7	8	9	10	11	12	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	21	22	23	24	25	26	27	
27	28	29	30	31			28	29	30					
<b>FEBRUARY</b>							<b>MAY</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2				1	2	3	4	
3	4	5	6	7	8	9	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	19	20	21	22	23	24	25	
24	25	26	27	28			26	27	28	29	30	31		
<b>MARCH</b>							<b>JUNE</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2						1		
3	4	5	6	7	8	9	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	23	24	25	26	27	28	29	
31							30							