SUFFIELD PUBLIC SCHOOLS
2018-2019 FISCAL YEAR PAYROLL SCHEDULE

FISCAL YEAR JULY 1, 2018 THRU JUNE 30, 2019

THURSDAY	JULY	05, 2018	THURSDAY	JANUARY	03, 2019
THURSDAY	JULY	19, 2018	THURSDAY	JANUARY	17, 2019
THURSDAY	AUGUST	02, 2018	THURSDAY	JANUARY	31, 2019
THURSDAY	AUGUST	16, 2018	THURSDAY	FEBRUARY	14, 2019
THURSDAY	AUGUST	30, 2018	THURSDAY	FEBRUARY	28, 2019
THURSDAY	SEPTEMBER	13, 2018	THURSDAY	MARCH	14, 2019
THURSDAY	SEPTEMBER	27, 2018	THURSDAY	MARCH	28, 2019
THURSDAY	OCTOBER	11, 2018	THURSDAY	APRIL	11, 2019
THURSDAY	OCTOBER	25, 2018	THURSDAY	APRIL	25, 2019
THURSDAY	NOVEMBER	08, 2018	THURSDAY	MAY	09, 2019
WEDNESDAY	NOVEMBER	21, 2018	THURSDAY	MAY	23, 2019
THURSDAY	DECEMBER	06, 2018	THURSDAY	JUNE	06, 2019
THURSDAY	DECEMBER	20, 2018	THURSDAY	JUNE	20, 2019
			FRIDAY	JUNE	28, 2019*

***Clean up pay for time card employees, if needed**

2018-2019
FISCAL YEAR PAYROLL PERIODS BY EMPLOYEE CATEGORY

EMPLOYEE CATEGORY	FIRST PAYDAY	LAST PAYDAY	# OF PAY PERIODS
ADMINISTRATORS, 12 MONTH SECRETARIES, CUSTODIANS	07-05-18	06-20-19	26
12 MONTH PART TIME	07-19-18	06-28-19	26
TEACHERS, 10 MONTH SECRETARIES, PARAPROFESSIONALS, NURSES	08-30-18	06-20-19	22
FOOD SERVICE AND 10 MONTH TIME CARD EMPLOYEES	09-13-18	06-28-19	22

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NOTE: TEACHERS HAVE THE OPTION TO ELECT RECEIVING TWENTY-TWO (22) EQUAL INSTALLMENTS 1/22nd OF THEIR ANNUAL SALARY, OR, TWENTY-TWO (22) INSTALLMENTS OF 1/26TH PLUS ONE (1) BALLOON INSTALLMENT EQUIVALENT TO 4/26TH OF THEIR ANNUAL SALARY.

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DISTRIBUTION OF PAYCHECKS:

WHEN SCHOOL IS IN SESSION: SCHOOL OFFICES - AFTER 12:00 NOON
WHEN SCHOOL IS NOT IN SESSION: SCHOOL OFFICES 10:00 AM UNTIL 12:00 NOON.
MAILING OF CHECKS: ONLY WHEN SCHOOL IS NOT IN SESSION AND THE SCHOOL OFFICE IS PROVIDED WITH STAMPS.
SUBSTITUTES & OTHER TEMPORARY EMPLOYEES: IF WORKING ON PAYDAY, OFFICE OF ASSIGNED SCHOOL; IF NOT WORKING ON PAYDAY, MAILED.
ANY OTHER ARRANGEMENTS: MUST BE CLEARED WITH BUILDING PRINCIPAL, AND/OR BUSINESS OFFICE PRIOR TO PAYDAY.
NOTE: DIRECT DEPOSIT –IN YOUR ACCOUNT MORNING OF PAYDAY. FORMS TO SIGN UP FOR DIRECT DEPOSIT AVAILABLE ON THE WEBSITE UNDER HUMAN RESOURCES.

3/12/18