

HARDEE COUNTY SCHOOL BOARD

2017-2018 FISCAL YEAR
PAYROLL SCHEDULE

| MONTH PAY PERIOD | SV#2 | | | | | | | | | | | | | |
|--|-----------|-----------|----------|----------|-----------|-----------|--------------------|----------|----------|-----------|-----------|-----------|-----------|-----------|
| | JULY 1 | JULY 2 | AUG 3 | AUG 4 | SEPT 5 | SEPT 6 | OCT 7 | OCT 8 | NOV 9 | NOV 10 | DEC 11 | DEC 12 | JAN 13 | JAN 14 |
| | | | | | | | <u>Estimate PR</u> | | | | | | | |
| PAYROLL PERIOD BEGINS | 7/1 | 7/9 | 7/23 | 8/6 | 8/20 | 9/3 | 9/17 | 10/8 | 10/15 | 10/29 | 11/12 | 11/26 | 12/10 | 12/31 |
| PAYROLL PERIOD ENDS | 7/8 | 7/22 | 8/5 | 8/19 | 9/2 | 9/16 | 10/7 | 10/14 | 10/28 | 11/11 | 11/25 | 12/9 | 12/30 | 1/20 |
| BEGIN REMOTE SITE INPUT | 7/7 | 7/24 | 8/7 | 8/21 | 9/5 | 9/18 | 10/5 | 10/16 | 10/30 | 11/13 | 11/29 | 12/11 | 12/20 | 1/22 |
| END REMOTE SITE INPUT @1PM | 7/7 | 7/24 | 8/8 | 8/23 | 9/7 | 9/20 | 10/6 | 10/17 | 11/1 | 11/15 | 12/1 | 12/13 | 12/22 | 1/24 |
| EXTRA DUTY TIME SHEETS DUE @10AM | 7/7 | 7/24 | 8/7 | 8/21 | 9/5 | 9/18 | 10/5 | 10/16 | 10/30 | 11/13 | 11/29 | 12/11 | 12/20 | 1/22 |
| PICK UP LEAVE DETAIL REPORT | 7/11 | 7/27 | 8/11 | 8/29 | 9/13 | 9/27 | 10/11 | 10/20 | 11/10 | 11/28 | 12/8 | 12/19 | 1/10 | 1/29 |
| REPORT DUE TO PAYROLL @10AM | 7/12 | 7/28 | 8/14 | 8/30 | 9/14 | 9/28 | 10/12 | 10/23 | 11/13 | 11/29 | 12/11 | 12/20 | 1/11 | 1/30 |
| PRINT CHECKS AND PROCESS DIRECT DEPOSITS | 7/11 | 7/27 | 8/11 | 8/29 | 9/13 | 9/27 | 10/11 | 10/20 | 11/10 | 11/28 | 12/8 | 12/19 | 1/10 | 1/29 |
| CHECKS ISSUED | 7/13 | 7/31 | 8/15 | 8/31 | 9/15 | 9/29 | 10/13 | 10/31 | 11/15 | 11/30 | 12/15 | 12/22 | 1/12 | 1/31 |

| MONTH PAY PERIOD | SV#3 | | | | | | | | | | | | | | |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------------------------------|----------------|------------|------------|-------------|-----------------------------------|----------------|--|
| | FEB 15 | FEB 16 | MAR 17 | MAR 18 | APR 19 | APR 20 | MAY 21 | <u>Estimate PR</u> MAY 22A | *** 22B & C | MAY 23B | *** 24D | JUNE 23A | <u>Estimate PR</u> JUNE 24A | *** 24B & C | |
| | | | | | | | | ALL | 9/10 MTH | 9/10 MTH | 9/10 MTH | 11/12 MTH | 11/12 MTH | 11 MTH | |
| PAYROLL PERIOD BEGINS | 1/21 | 2/4 | 2/11 | 2/25 | 3/18 | 4/1 | 4/15 | 4/29 | | 5/20 | | 5/20 | 6/3 | | |
| PAYROLL PERIOD ENDS | 2/3 | 2/10 | 2/24 | 3/17 | 3/31 | 4/14 | 4/28 | 5/19 | | 5/25 | | 6/2 | 6/30 | | |
| BEGIN REMOTE SITE INPUT | 2/5 | 2/12 | 2/26 | 3/19 | 4/2 | 4/16 | 4/30 | 5/16 | | 5/23 | | 6/4 | 6/14 | | |
| END REMOTE SITE INPUT @1PM | 2/6 | 2/13 | 2/28 | 3/21 | 4/4 | 4/18 | 5/2 | 5/17 | | 5/23 | | 6/6 | 6/20 | | |
| EXTRA DUTY TIME SHEETS DUE @10AM | 2/5 | 2/12 | 2/26 | 3/19 | 4/2 | 4/16 | 4/30 | 5/16 | | 5/23 | | 6/4 | 6/14 | | |
| PICK UP LEAVE DETAIL REPORT | 2/9 | 2/16 | 3/7 | 3/27 | 4/11 | 4/26 | 5/11 | 5/21 | | 5/29 | | 6/12 | 6/26 | | |
| REPORT DUE TO PAYROLL @10AM | 2/12 | 2/20 | 3/8 | 3/28 | 4/12 | 4/27 | 5/14 | 5/22 | | 5/30 | | 6/13 | 6/27 | | |
| PRINT CHECKS AND PROCESS DIRECT DEPOSITS | 2/9 | 2/16 | 3/7 | 3/27 | 4/11 | 4/26 | 5/11 | 5/21 | 5/22 | 5/29 | 5/30 | 6/12 | 6/26 | 6/26 | |
| CHECKS ISSUED | 2/15 | 2/28 | 3/9 | 3/29 | 4/13 | 4/30 | 5/15 | 5/24 | 5/24 | 5/31 | 5/31 | 6/14 | 6/28 | 6/28 | |

***NO LEAVE INPUT OR EXTRA DUTY FOR (PR#22B, PR#22C) & (PR#24B, PR#24C OR PR#24D) POST ALL LEAVE & EXTRA DUTY ON PR#22A, PR#23B & PR#24A.

PAYMENT OF SUPPLEMENTS: 1ST 1/2 PAID ON PR#9 11/15/17 - 2ND 1/2 PAID ON PR#20 4/30/18.

ESTIMATED PR22A 05/24/2018 (ALL), PR23B 05/31/2018 (9&10 MTH ONLY) & PR#24A (11&12 MTH ONLY) DUE TO END OF YEAR.

ESTIMATED PR# 7 10/13/2017 - DUE TO SURVEY 2.

