

# Fairfield Local Schools 2018-2019 Pay Date Calendar

Dates Included		Paperwork Due		Paid on		Information
Start	Stop	Day	Date			
06/10/18	06/23/18	Mon.	06/25/18	Friday	07/06/18	1st new pay - Cust., Maint., Mech., Asst. Treas., Supt. Sec.
06/24/18	07/07/18	Mon.	07/09/18	Friday	07/20/18	
07/08/18	07/21/18	Mon.	07/23/18	Friday	08/03/18	1st new pay-Supt, Treas., Principals & Certified Directors
07/22/18	08/04/18	Mon.	08/06/18	Friday	08/17/18	1st new pay-Teachers, Nurse, Aides, Cooks, Drivers, Princ. Sec
08/05/18	08/18/18	Mon.	08/20/18	Friday	08/31/18	
08/19/18	09/01/18	Fri.	08/31/18	Friday	09/14/18	NEED PAPERWORK TURNED IN BEFORE BREAK
09/02/18	09/15/18	Mon.	09/17/18	Friday	09/28/18	
09/16/18	09/29/18	Mon.	10/01/18	Friday	10/12/18	
09/30/18	10/13/18	Mon.	10/15/18	Friday	10/26/18	
10/14/18	10/27/18	Mon.	10/29/18	Friday	11/09/18	
10/28/18	11/10/18	Mon.	11/12/18	Wednesday	11/21/18	
11/11/18	11/24/18	Mon.	11/26/18	Friday	12/07/18	
11/25/18	12/08/18	Mon.	12/10/18	Friday	12/21/18	
12/09/18	12/22/18	Thur.	12/20/18	Friday	01/04/19	NEED PAPERWORK TURNED IN BEFORE BREAK
12/23/18	01/05/19	Mon.	01/07/19	Friday	01/18/19	
01/06/19	01/19/19	Mon.	01/21/19	Friday	02/01/19	
01/20/19	02/02/19	Mon.	02/04/19	Friday	02/15/19	
02/03/19	02/16/19	Mon.	02/18/19	Friday	03/01/19	
02/17/19	03/02/19	Mon.	03/04/19	Friday	03/15/19	
03/03/19	03/16/19	Mon.	03/18/19	Friday	03/29/19	
03/17/19	03/30/19	Mon.	04/01/19	Friday	04/12/19	
03/31/19	04/13/19	Mon.	04/15/19	Friday	04/26/19	
04/14/19	04/27/19	Mon.	04/29/19	Friday	05/10/19	
04/28/19	05/11/19	Mon.	05/13/19	Friday	05/24/19	
05/12/19	05/25/19	Mon.	05/27/19	Friday	06/07/19	
05/26/19	06/08/19	Mon.	06/10/19	Friday	06/21/19	
06/09/19	06/22/19	Mon.	06/24/19	Friday	07/05/19	1st new pay - Cust., Maint., Mech., Asst. Treas., Supt. Secy.
06/23/19	07/06/19	Mon.	07/08/19	Friday	07/19/19	
07/07/19	07/20/19	Mon.	07/22/19	Friday	08/02/19	1st new pay-Supt, Treas., Principals & Certified Directors
07/21/19	08/03/19	Mon.	08/05/19	Friday	08/16/19	1st new pay-Teachers, Nurse, Aides, Cooks, Drivers, Princ. Sec

**EMPLOYEES:** Your signature indicates the information is complete and accurate.

**Remember:** Per Master Contract, Comp Time to be earned or to be used **MUST** be documented on the appropriate form and approved **IN ADVANCE** by your Principal/Supervisor.

Per Board Policy (GDKA), overtime must be approved **IN ADVANCE** by your Principal/Supervisor and the Superintendent.

Please submit your time sheets, time cards, leave forms, and trip tickets to your Principal/Supervisor for approval per the Paperwork

Due Column above.

**PRINCIPALS/SUPERVISORS:** Please REVIEW, sign and date employee payroll information. Your signature indicates your approval and that you have verified the accuracy of the information.

**Payroll paperwork must be in Treasurer's Office no later than 3:30 p.m. on the due date.**

Any paperwork received after that time will be processed on the next payroll. Incomplete or inaccurate paperwork will be processed during the pay period the corrected information is received. This includes time sheets for substitutes, tutors, overtime, stipends, supplementals, trip tickets, employee leave forms, absence reports, and new employee information.