

**SCHOOL DISTRICT OF ONALASKA  
PAYCHECK SCHEDULE  
2018-19**

Below is the schedule for the 2018-19 school year. This schedule indicates when the time sheets (hourly employees) and other pay requests are due. The schedule also shows the day on which payment will be made.

	CHECK DATE	PAY REQUESTS DUE by Noon	DAYS LISTED ON TIME SHEET			Mon-Fri	8/Day	7.5/Day	# Days	
						# of Days	Hrs	Hrs	Mon-Fri	
1	07/13/18	07/04/18	6/17	6/30	2018	0	0.00	0.00	0	
2	07/27/18	07/18/18	7/1	7/14	2018	10	80.00	0.00	0	
3	08/10/18	08/01/18	7/15	7/28	2018	10	80.00	0.00	0	
4	08/24/18	08/15/18	7/29	8/11	2018	10	80.00	0.00	0	
5	09/07/18	08/29/18	8/12	8/25	2018	10	80.00	0.00	0	1
6	09/21/18	09/12/18	8/26	9/8	2018	10	80.00	63.75	8.5	2
7	10/05/18	09/26/18	9/9	9/22	2018	10	80.00	75.00	10	3
8	10/19/18	10/10/18	9/23	10/6	2018	10	80.00	67.50	9	4
9	11/02/18	10/24/18	10/7	10/20	2018	10	80.00	60.00	8	5
10	11/16/18	11/07/18	10/21	11/3	2018	10	80.00	75.00	10	6
11	11/30/18	11/21/18	11/4	11/17	2018	10	80.00	75.00	10	7
12	12/14/18	12/05/18	11/18	12/1	2018	10	80.00	67.50	9	8
13	12/28/18	12/19/18	12/2	12/15	2018	10	80.00	75.00	10	9
14	01/11/19	01/02/19	12/16	12/29	2019	10	80.00	45.00	6	10
15	01/25/19	01/16/19	12/30	1/12	2019	10	80.00	60.00	8	11
16	02/08/19	01/30/19	1/13	1/26	2019	10	80.00	67.50	9	12
17	02/22/19	02/13/19	1/27	2/9	2019	10	80.00	67.50	9	13
18	03/08/19	02/27/19	2/10	2/23	2019	10	80.00	75.00	10	14
19	03/22/19	03/13/19	2/24	3/9	2019	10	80.00	60.00	8	15
20	04/05/19	03/27/19	3/10	3/23	2019	10	80.00	75.00	10	16
21	04/19/19	04/10/19	3/24	4/6	2019	10	80.00	75.00	10	17
22	05/03/19	04/24/19	4/7	4/20	2019	10	80.00	60.00	8	18
23	05/17/19	05/08/19	4/21	5/4	2019	10	80.00	67.50	9	19
24	05/31/19	05/22/19	5/5	5/18	2019	10	80.00	75.00	10	20
25	06/14/19	06/05/19	5/19	6/1	2019	10	80.00	75.00	10	21
26	06/28/19	06/19/19	6/2	6/15	2019	10	80.00	26.25	3.5	
27	07/12/19	07/03/18	6/16	6/29	2019	10	80.00	0.00	0	
						260	2080.00	1387.50	185	

19-20 fy	07/26/19		6/30	6/30	2019	0	0.00	0.00	0
----------	----------	--	------	------	------	---	------	------	---

In the fiscal year 2018-19 we will use the every two week payment procedure.

Payroll will be every other Friday (unless Friday is a Federal Reserve Bank Holiday then payroll will be on Thursday)

Teachers who have elected to be paid over 12 months will be paid their contracted amount in 26 equal installments beginning September 7, 2018 and ending August 23, 2019

All other Teachers will be paid their contracted amount over ten months, 21 paychecks beginning September 7, 2018 and ending on June 14, 2019.

Contracted Administrators, Directors and Mid Level Managers will have their contracted amount paid in 26 equal installments beginning on July 13, 2018 and ending June 28, 2019

If an above listed employee would have an unpaid day, that day will be docked from the next check.

All regular hourly employees shall submit their TrueTime time sheets weekly after their last day worked and when all benefit time has been approved and is showing on the time sheet.

All hourly employees will receive paychecks for hours worked within the dates listed for that paycheck.

The monthly employee deduction for insurance will be divided between two paychecks, so the amounts from the two checks will equal the monthly employee portion.

Insurance premiums will not be taken on the third paycheck of any given month unless to make necessary adjustments.