

LINCOLN COUNTY SCHOOL DISTRICT PAYROLL CALENDAR 2017/2018

FTE EMPLOYEES			SUBS & RTE		
(1) MONTH	(2) PAYDAY 25th of the month (weekend / holiday rule applies)	(3) REGULAR FTE PAY PERIOD / The 1st to the last day of the CURRENT month NOTE: New Hires who begin work after the 10th will be paid the following month due to payroll processing cycle (see "How is my paycheck calculated").	(4) REMOTE TIME ENTRY (SECRETARIES ONLY) A) Due AROUND the 7th B) Use the Reporting Period for the Beyond FTE & Subbing (covers the 1st to the last day of the PREVIOUS month) NOTE: Contact PR if unable to finalize by due date and they will extend if possible.	(5) REPORTING PERIOD FOR BFTE & SUBBING TIME SHEETS A) Use Separate time sheets for each month B) Do not combine different months on the same time sheet. C) Covers the 1st to the last day of the PREVIOUS month	(6) SUBBING TIME SHEETS DUE TO PAYROLL: A) Every Friday B) The last day before a break (See examples in red below) C) On the last day of each month unless a break then see above **NOTE USE SEPARATE TIME SHEETS FOR EACH MONTH DO NOT COMBINE MONTHS
July 2017	7/25/2017	12 Month Employees July 1 - July 31	7/6/2017	June 1 - June 30 not already paid in June	7/31/2017 EVERY FRIDAY
August 2017	8/25/2017	11 & 12 Month Employees August 1 - August 31	8/7/17	July 1 - July 31	8/31/17 EVERY FRIDAY
September 2017	9/25/2017	Sept 1 - Sept 30	9/7/2017	August 1 - August 31	9/29/2017 EVERY FRIDAY
October 2017	10/25/2017	Oct 1 - Oct 31	10/5/2017	Sept 1 - Sept 30	10/31/2017 EVERY FRIDAY
November 2017	11/22/2017	Nov 1 - Nov 30	11/7/2017	Oct 1 - Oct 31	11/17/2017 & 11/30/17 EVERY FRIDAY
December 2017	12/22/2017	Dec 1 - Dec 31	12/7/2017	Nov 1 - Nov 30	12/15/2017 EVERY FRIDAY
January 2018	1/25/2018	Jan 1 - Jan 31	1/8/2018	Dec 1 - Dec 31	1/31/2018 EVERY FRIDAY
February 2018	2/23/2018	Feb 1 - Feb 28	2/7/2018	Jan 1 - Jan 31	2/28/2018 EVERY FRIDAY
March 2018	3/23/2018	March 1 - March 31	3/7/2018	Feb 1 - Feb 29	3/23/2018 EVERY FRIDAY
April 2018	4/25/2018	April 1 - April 30	4/9/2018	March 1 - March 31	4/30/2018 EVERY FRIDAY
May 2018	5/25/2018	May 1 - May 31	5/7/2018	April 1 - April 30	5/31/2018 EVERY FRIDAY
June 2018	6/25/2018	June 1 - June 30	6/7/2018	May 1 - May 31	6/15/2018 & 6/29/2018
JULY ACC Period 13	6/26/2018	10-11 Month Employees July ACC	Contact Payroll	Contact PR for P-13	N/A
AUG ACC Period 14	6/27/2018	10 Month Employees Aug ACC	Contact Payroll	Contact PR for P-14	N/A