

McCall-Donnelly Joint School District No. 421



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MCCALL-DONNELLY JT. SCHOOL DISTRICT #421 2019-2020 PAYROLL PERIOD REPORTING AND PAY DATES

Month	Pay Period Ending Date	Pay Date
July	Wednesday, July 10, 2019	Thursday, July 25, 2019
August	Saturday, August 10 2019	Friday, August 23, 2019
September	Tuesday, September 10, 2019	Wednesday, September 25, 2019
October	Thursday, October 10, 2019	Friday, October 25, 2019
November	Sunday, November 10, 2019	Monday, November 25, 2019
December	Tuesday, December 10, 2019	Friday, December 20, 2019
January	Friday, January 10, 2020	Friday, January 24, 2020
February	Monday, February 10, 2020	Tuesday, February 25, 2020
March	Tuesday, March 10, 2020	Friday, March 20, 2020
April	Friday, April 10, 2020	Friday, April 24, 2020
May	Sunday, May 10, 2020	Monday, May 25, 2020
June	Wednesday, June 10, 2020	Thursday, June 25, 2020

EMPLOYEE AND SUPERVISOR PAYROLL REPORTING PROCEDURES

Employee – The time sheet must be completed with all employee payroll information and be signed and dated. The date, start and end times, and number of regular/overtime hours must be completed for each day worked. Paid absences from work must be shown on the day claimed and the reason for the absence. The number of total hours to be paid must be calculated and shown on the time sheet.

Secretary/Supervisor – Time sheets must be signed and dated. Time sheets are due in the District Office by the 15th or the next business day, if the 15th occurs on a weekend or holiday.

“Developing Lifelong Learners Today”

Barbara R Morgan Elementary School Donnelly Elementary School Payette Lakes Middle School
Heartland High School McCall-Donnelly High School