

McCall-Donnelly Joint School District No. 421



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MCCALL-DONNELLY JT. SCHOOL DISTRICT #421 2018-2019 PAYROLL PERIOD REPORTING AND PAY DATES

Month	Pay Period Ending Date	Pay Date
July	Tuesday, July 10, 2018	Wednesday, July 25, 2018
August	Friday, August 10, 2018	Friday, August 24, 2018
September	Monday, September 10, 2018	Tuesday, September 25, 2018
October	Wednesday, October 10, 2018	Thursday, October 25, 2018
November	Saturday, November 10, 2018	Tuesday, November 20, 2018
December	Monday, December 10, 2018	Friday, December 21, 2018
January	Thursday, January 10, 2019	Friday, January 25, 2019
February	Sunday, February 10, 2019	Monday, February 25, 2019
March	Sunday, March 10, 2019	Friday, March 22, 2019
April	Wednesday, April 10, 2019	Thursday, April 25, 2019
May	Friday, May 10, 2019	Friday, May 24, 2019
June	Monday, June 10, 2019	Tuesday, June 25, 2019

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