

**MEMORANDUM**

**To:** All Employees  
**From:** Christine Bunyard, Director of Payroll  
**Subject:** Pay Schedule, 1st Semester 2018 - 2019 School Year  
**Date:** 7/1/2018

<b>Pay Period Ending Date</b>	<b>Kronos Approval by 12:00 PM</b>	<b>Timesheets by 5:00 PM</b>	<b>Pay Date</b>	<b>Hours in Pay Period</b>
07/15/2018	07/16/2018	07/16/2018	07/25/2018	80
07/31/2018	08/01/2018	08/01/2018	08/10/2018	96
08/15/2018	08/16/2018	08/16/2018	08/24/2018	88
08/31/2018	09/04/2018	09/04/2018	09/10/2018	96
09/15/2018	09/17/2018	09/17/2018	09/25/2018	80
09/30/2018	10/01/2018	10/01/2018	10/10/2018	80
10/15/2018	10/16/2018	10/16/2018	10/25/2018	88
10/31/2018	11/01/2018	11/01/2018	11/09/2018	96
11/15/2018	11/16/2018	11/16/2018	11/23/2018	88
11/30/2018	12/03/2018	12/03/2018	12/10/2018	88
12/15/2018	12/17/2018	12/17/2018	12/21/2018	80
12/31/2018	01/02/2019	01/02/2019	01/10/2019	88

**NOTES:** Please note that this schedule may require adjustment by the Payroll Department due to holidays, or unforeseen circumstances.

**MEMORANDUM**

**To:** All Employees  
**From:** Christine Bunyard, Director of Payroll  
**Subject:** Pay Schedule, 2nd Semester 2018 - 2019 School Year  
**Date:** 7/1/2018

<b>Pay Period Ending Date</b>	<b>Kronos Approval by 12:00 PM</b>	<b>Timesheets by 5:00 PM</b>	<b>Pay Date</b>	<b>Hours in Pay Period</b>
01/15/2019	01/16/2019	01/16/2019	01/25/2019	88
01/31/2019	02/01/2019	02/01/2019	02/11/2019	96
02/15/2019	02/18/2019	02/18/2019	02/25/2019	88
02/28/2019	03/01/2019	03/01/2019	03/11/2019	72
03/15/2019	03/18/2019	03/18/2019	03/25/2019	88
03/31/2019	04/01/2019	04/01/2019	04/10/2019	80
04/15/2019	04/16/2019	04/16/2019	04/25/2019	88
04/30/2019	05/01/2019	05/01/2019	05/10/2019	88
05/15/2019	05/16/2019	05/16/2019	05/24/2019	88
05/31/2019	06/03/2019	06/03/2019	06/10/2019	96
06/15/2019	06/17/2019	06/17/2019	06/25/2019	80
06/30/2019	TBA	TBA	07/10/2019	80

**NOTES:** Please note that this schedule may require adjustment by the Payroll Department due to holidays, or unforeseen circumstances.