

Hamilton County School Board 2018-2019 Payroll Schedule

Original 4/18/2018

Board Approved: 5/8/2018

Month and Pay Date	Payroll Run #	Submittal Dates (Dates due from Schools/Depts to Payroll)	Transmittal Date (ACH/EFT Transfer to Bank)	Work/Leave Period	
				Begins	Ends
* 07/12/18	1	07/03/18	07/10/18	06/18/18	07/01/18
07/31/18	2	07/19/18	07/26/18	07/02/18	07/15/18
** 08/15/18	3	08/02/18	08/13/18	07/16/18	07/29/18
08/31/18	4	08/20/18	08/29/18	07/30/18	08/12/18
09/14/18	5	09/07/18	09/12/18	08/13/18	09/02/18
09/28/18	6	09/20/18	09/26/18	09/03/18	09/16/18
10/15/18	7	10/05/18	10/11/18	09/17/18	09/30/18
10/31/18	8	10/19/18	10/29/18	10/01/18	10/14/18
11/09/18	9	11/01/18	11/07/18	10/15/18	10/28/18
11/16/18	10	11/09/18	11/14/18	10/29/18	11/04/18
12/07/18	11	11/29/18	12/05/18	11/05/18	11/25/18
12/14/18	12	12/07/18	12/12/18	11/26/18	12/02/18
01/15/19	13	01/07/19	01/11/19	12/03/18	12/30/18
01/31/19	14	01/18/19	01/29/19	12/31/18	01/13/19
02/15/19	15	02/04/19	02/13/19	01/14/19	01/27/19
02/28/19	16	02/15/19	02/26/19	01/28/19	02/10/19
03/15/19	17	03/04/19	03/13/19	02/11/19	02/24/19
03/29/19	18	03/18/19	03/27/19	02/25/19	03/10/19
04/12/19	19	04/04/19	04/10/19	03/11/19	03/31/19
04/30/19	20	04/22/19	04/26/19	04/01/19	04/14/19
05/15/19	21	05/03/19	05/13/19	04/15/19	04/28/19
*** 05/23/19	22	N/A	05/21/19	N/A	N/A
05/31/19	23	05/17/19	05/29/19	04/29/19	05/12/19
*** 06/06/19	24	N/A	06/04/19	N/A	N/A
06/13/19	25	06/06/19	06/11/19	05/13/19	06/02/19
06/27/19	26	06/19/19	06/25/19	06/03/19	06/16/19
				06/17/19	06/30/19

3 weeks

1 week

3 weeks - Fall Break

1 week

4 weeks- Includes Winter Break

3 weeks

3 weeks

Enter time off through year-end

M. Aultman

* First Pay Period of Year for 12 mo Contract Employees

** First Pay Period of Year for **ALL** other Contract Employees

*** Payrolls do not include 12 mo Contract Employees

For purposes of calculating additional/overtime worked, payroll weeks start on a Monday and end on a Sunday. Overtime is paid only to non-exempt employees on hours WORKED over 40 hours per week, not including sick/vacation/holiday hours.

Note: Work/Leave period is for substitutes, other compensation and tracking of leave time. It does not indicate the pay period covered for your contract pay. Contract pay is divided by 24 equal payrolls per fiscal year.