

## Auxiliary Staff Pay Periods and Pay Dates

Pay periods are **almost** always 10 days and run from Monday through Sunday. This minimizes errors, helps employees check for accuracy and assures that weekend overtime is paid promptly.

Note: **five working days** are required to process payroll.

Pay Date	Payment Periods (ending dates)	Number of Days in Pay Period	Documentation Due Date ( 12 Noon ) **
September 14, 2007	September 9, 2007	<b>7 Days</b>	September 5, 2007
September 28, 2007	September 21, 2007	14 Days	September 24, 2007
October 15, 2007	October 7, 2007	14 Days	October 8, 2007
October 30, 2007	October 21, 2007	14 Days	October 22, 2007
November 15, 2007	November 11, 2007	<b>21 Days</b>	November 12, 2007
November 30, 2007	November 25, 2007	14 Days	November 26, 2007
December 7, 2007	December 9, 2007	14 Days	*December 3, 2007
December 21, 2007	December 31, 2007	<b>21 Days</b>	*December 17, 2007
January 15, 2008	January 6, 2008	<b>7 Days</b>	January 7, 2008
January 30, 2008	January 20, 2008	14 Days	January 21, 2008
February 15, 2008	February 10, 2008	<b>21 Days</b>	February 11, 2008
February 29, 2008	February 24, 2008	14 Days	February 25, 2008
March 14, 2008	March 9, 2008	14 Days	March 10, 2008
<b>March 31, 2008</b>	March 23, 2008	14 Days	March 17, 2008
April 15, 2008	April 6, 2008	14 Days	April 7, 2008
April 30, 2008	April 20, 2008	14 Days	April 21, 2008
May 15, 2008	May 11, 2008	<b>21 Days</b>	May 12, 2008
May 30, 2008	May 25, 2008	14Days	May 27, 2008
June 13, 2008	June 8, 2007	14 Days	June 9, 2008
June 30, 2008	June 22, 2008	14Days	June 23, 2008
July 15, 2008	July 6, 2008	14 Days	July7, 2008
July 30, 2008	July 20, 2008	14 Days	July 21, 2008
August 15, 2008	August 10, 2008	<b>21 Days</b>	*August 11, 2008
August 30, 2008	August 31, 2008	<b>21 Days</b>	*August 18, 2008

\*In December and August, the Director or Principal must estimate (for hourly employees) the total hours the employee is “**Expected**” to work for the period December 3<sup>th</sup> - 9<sup>th</sup>, 10<sup>th</sup> – 31<sup>th</sup> and August 18<sup>th</sup> – 31<sup>st</sup>. This estimate is necessary because of the manner in which payroll is processed for the month of December (**holidays**) and August (**Fiscal Year End**). If you have any questions, contact Hilda J. Delgado at 886-6504.

\*\*For Direct Deposit, the District must transmit prior to the payday. For this reason the documentation due dates are not negotiable. The Payroll Department must have all of your documentation by noon on that date or the hours for that pay period **will not** be processed. Thank you in advance for your cooperation in this matter.