

**CLARENDON COUNTY SCHOOL DISTRICT TWO
2018-2019
SCHEDULED PAY DATES FOR ALL EMPLOYEES**

PAYROLL DATE	Pay Period Dates (ONLY for Additional Pay/ Timesheet purposes)	Timesheet Due Date	# OF DAYS IN PAY PERIOD FOR TIMESHEETS
7/13/2018	12 MONTH EMPLOYEES ONLY	N/A	NO TIMESHEETS
7/30/2018	12 MONTH EMPLOYEES ONLY	N/A	NO TIMESHEETS
8/3/2018	SUMMER PAY / ADDT'L PAY	27-Jul	TIMESHEETS JULY 1-31 (DUE 7/27 by 12:00 noon)
8/15/2018	SALARY ONLY (NO TIMESHEETS)	N/A	NO TIMESHEETS
8/30/2018	AUG 1 - AUG 17	17-Aug	13 DAYS
9/14/2018	AUG 20 - AUG 31	31-Aug	10 DAYS
9/28/2018	SEPT 4 - SEPT 14	14-Sep	9 DAYS
10/15/2018	SEPT 17 - 28	28-Sep	10 DAYS
10/30/2018	OCT 1 - 12	12-Oct	9 DAYS
11/15/2018	OCT 15 - 26	26-Oct	10 DAYS
11/30/2018	OCT 29 - NOV 9	9-Nov	8 DAYS
12/14/2018	NOV 12 - NOV 30	30-Nov	10 DAYS
12/21/2018	* DEC 3 - 14	14-Dec	10 DAYS
1/15/2019	DEC 17 - DEC 21	21-Dec	5 DAYS
1/30/2019	JAN 7 - 18	18-Jan	9 DAYS
2/15/2019	JAN 21 - FEB 1	1-Feb	9 DAYS
2/28/2019	FEB 4 - FEB 15	15-Feb	10 DAYS
3/15/2019	FEB 18 - MAR 1	1-Mar	9 DAYS
3/29/2019	MAR 4 - MAR 15	15-Mar	10 DAYS
4/15/2019	MAR 18 - 29	29-Mar	9 DAYS
4/30/2019	APR 1 - 12	12-Apr	10 DAYS
5/15/2019	APRIL 15 - MAY 3	3-May	10 DAYS
5/30/2019	MAY 6 - MAY 17	17-May	10 DAYS
6/14/2019	MAY 20 - JUN 7	7-Jun	13 DAYS
6/19/2019	* JUNE 30TH PAYROLL - ALL EMPLOYEES	N/A	NO TIMESHEETS
6/20/2019	* JULY 15TH PAYROLL - ALL EXCEPT 12 MTH	N/A	NO TIMESHEETS
6/21/2019	* JULY 30TH PAYROLL - ALL EXCEPT 12 MTH	N/A	NO TIMESHEETS
6/28/2019	* SUMMER SCHOOL / ADDT'L PAY	21-Jun	TIMESHEETS JUNE 10-28 (DUE 6/21 by 12:00 noon)

ALL OUTSTANDING TIMESHEETS FOR THE SCHOOL YEAR MUST BE TURNED IN BY JUNE 21ST TO BE PAID

1ST DAY OF SCHOOL - AUGUST 20, 2018

LAST DAY OF SCHOOL - JUNE 6, 2019

* SPECIAL PAY DATE * - DUE TO HOLIDAYS OR YEAR END SCHEDULE
DAYS MAY CHANGE DUE TO INCLEMENT WEATHER

Employees MUST submit timesheets to
Supervisors on the DUE DATE
Supervisors must approve all timesheets and submit to the
Payroll Department no later than 4:00 PM the Monday
following the due date.

UPDATED 3/19/18

NOTE: This pay schedule and Salary Scales are also available on the District Website under Finance