SUMMER SCHOOL 2013 CALENDAR INSTRUCTIONAL PAYROLL SCHEDULE

Column1	Column2	Column3	Column4	COUNTY PROCESSING DAY
PAY PERIOD	REPORTS DUE	ISSUE DATE		OF CHECKS
				(NO CHANGES OR ADDS AFTER THIS DATE)
6-17-13 TO 6-30-17	*JUNE 24TH	JULY 5TH	SUMMER SESSION	JUNE 27TH
7/01/13 TO 7/31/13	*JULY 23 RD	AUGUST 5TH	SUMMER SESSION	JULY 20TH
8/01/13 TO 8/31/13	*AUG 23 RD	SEPTEMBER 5TH	COUNSELORS, HRLY, ETC.	AUG 28TH

^{*} DEPARTMENTS MUST PROJECT ALL SUMMER PAID HOURS ON THEIR <u>TIME REPORTS</u> <u>DUE</u> BEFORE THE END OF EACH MONTH BECAUSE OF THE SHORTAGE OF PAYROLL PROCESSING TIME AVAILABLE