



## DIVISION OF FINANCE MEMO

**To:** All Principals and Directors

**From:** Ms. Flor Ayala, CPA, Assistant Superintendent for Finance & Business Services *fa*

**Thru:** Dr. Sylvia G. Rios, Superintendent of Schools

**RE:** 2018-2019 Payroll Dates and Deadlines

**Date:** July 9, 2018

Listed below are the scheduled 2018-2019 pay dates and the deadlines for submitting extra duty pay, tutors, crossing guards, and/or adjustments for corresponding pay dates. All documentation received in the Division of Finance by 5:00 P.M. on the Payroll Information Deadlines shown below will be included in the corresponding pay date month. Failure to meet these important deadlines will result in disciplinary action.

Pay Date	Payroll Information Deadlines	Payroll Cutoff
August 20, 2018	August 1, 2018	Saturday, July 21, 2018
September 20, 2018	September 4, 2018	Friday, August 31, 2018
October 18, 2018	October 1, 2018	Saturday, September 22, 2018
November 15, 2018	November 1, 2018	Saturday, October 20, 2018
December 17, 2018	December 3, 2018	Saturday, November 17, 2018
January 17, 2019	January 7, 2019	Saturday, December 15, 2018
February 20, 2019	February 1, 2019	Saturday, January 19, 2019
March 20, 2019	February 21, 2019	Saturday, February 9, 2019
April 18, 2019	April 1, 2019	Saturday, March 16, 2019
May 20, 2019	May 1, 2019	Saturday, April 20, 2019
June 20, 2019	June 3, 2019	Saturday, May 25, 2019
July 18, 2019	June 19, 2019	Saturday, June 15, 2019

If you have any questions or need additional assistance, please call the Payroll Department at 273-1052.