

PAYROLL TIPS AND REMINDERS



TIME CARD DUE DATES

- **CERTIFICATED CONTRACT** - SALMON  – Period Coverage Only BLUE  – All Extra Duty
Due on the 10th of the month - Paid on the 1st business day of the following month
- **SUBSTITUTES** - GREEN  – Certificated Hourly WHITE  - Classified Hourly
Due on the 19th of the month – Paid on the 9th of the following month
- **CLASSIFIED CONTRACT** - PINK  – Extra Duty, YELLOW  - Overtime
Due on the 1st of the month - Paid on the last business day of the month

***** PLEASE LIST THE PSR NUMBER ON ALL EXTRA DUTY & OVERTIME TIME CARDS*****

***** PSR WITH A STATUS OF “PROCESSED” MUST BE ATTACHED TO THE EXTRA DUTY & OVERTIME TIME CARDS BEFORE SUBMITTING TO PAYROLL FOR PROCESSING*****

***** ACCOUNT CODES SHOULD MATCH THE ACCOUNT CODE LISTED ON THE PSR*****

VOLUNTARY DEDUCTION CHANGES

- **Classified** – to be effective on the 15th of the month Due on the last business day of the prior month
- **Classified** – to be effective on the last business day of the month Due on the 10th of the current month
- **Certificated** – to be effective on the 1st business day of the month Due on the 15th of the prior month

CHANGES TO TAX WITHHOLDINGS - FEDERAL (W-4's) & STATE (DE-4'S)

- **Classified** due on the last business day of the month to be effective on the 15th of the following month. Changes to W-4's are for the entire month; the 15th payroll and the end of the month payroll.
- **Certificated** due on 15th of the month to be effective on the 1st business day of the following month.
Do not submit more than one W-4 at a time. Submitting multiple W-4's at the same time for multiple months will not be processed.

SUBSTITUTE TEACHERS' PAYROLL

- Payroll must have the Aesop Absentee Report each month to authorize payroll for all Substitute Teachers
- Run the Aesop Absentee Report at the end of day on the 19th of each month for the period of xx-20-xxxx – xx-19-xxxx and have your administrator sign the report

The signed report is due in Payroll by the 20th of each month.