

PAYROLL TIPS AND REMINDERS



TIME CARD DUE DATES

- **SALMON/ BLUE:** Certificated Contract – Extra Duty
Due on the 10th of the month - Paid on the 1st business day of the following month
- **GREEN/ WHITE:** Certificated & Classified Hourly
Due on the 19th of the month – Paid on the 9th of the following month
- **PINK/ YELLOW:** Classified Contract - Extra Duty & Overtime
Due on the 1st of the month - Paid on the last business day of the month
*** 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 (W-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.

**** COMING SOON – 01/01/2020 NEW IRS 2020 W4 – OLD FORMS WILL REMAIN IN EFFECT UNTIL YOU MAKE A CHANGE TO YOUR WITHHOLDING. USING THE NEW FORM WILL ALSO REQUIRE A SEPARATE STATE DE4 FORM MORE INFORMATION TO BE GIVEN AT A LATER DATE ****

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.