

PAYROLL

The pay schedule for the 2007-2008 school year is as follows:

July 13, 30	January 15, 30
August 15, 30	February 15, 29
September 14, 28	March 14, 20
October 15, 30	April 15, 30
November 15, 30	May 15, 30
December 14, 20	June 6 (4 Checks), 30

1) **10 Month Schools:**

Teachers will receive two (2) checks in August, one August 20 and 2nd. Check August 30, 2007. In June, teachers will receive the balance of their contract on the last day of school in four(4) checks.

IMC Clerks , Teacher Assistants, interns and tutors will receive their first check on August 20, 2007, for (22) pays. The 2nd. check in June will be received on the last working day.

Secretaries will receive their first check on July 13, 2007, for (24) pay periods. The final check will be received on June 30, 2008.

2) **Iroquois:**

Teachers will receive two (2) checks in August, one August 15 and one check August 30. In June, teachers will receive the balance of their contract on the last day of school in (4) checks. NOTE: When inter session lands during pay days ICS Checks will be mailed to their home.

IMC Clerk & Teacher Assistants will receive their first check on August 15, 2007, for (22) pay periods. The 2nd. check in June will be received on the last working day.

Secretaries will receive their first check on July 13, 2007, for (24) pay periods. The final check will be received June 30, 2008.

NOTE: 1st pay in August ALWAYS will be a CHECK No Direct Deposit

TIMESHEETS 2007-2008:

TIME SHEETS DUE TO THE PRINCIPAL FOR SIGNATURE ON PAYDAY!!

Timesheets Due To Payroll	Timesheet Dates worked	Payroll Date	Timesheets Due To Payroll	Timesheet Dates worked	Payroll Date
July 2	Jun. 18 – 29	July 13	Jan. 2	Dec. 10 – 31	Jan. 15
July 16	July 2 – 13	July 30	Jan. 16	Jan. 2 – 15	Jan. 30
July 31	July 16 – 30	Aug. 15	Jan. 31	Jan. 16 – 30	Feb. 15
Aug. 16	July 31-Aug. 15	Aug. 30	Feb. 19	Jan. 31 – Feb. 15	Feb. 29
Aug. 31	Aug. 16 – 30	Sept. 14	March 3	Feb. 19 – 29	Mar. 14
Sept. 17	August 31-Sept. 14	Sept. 28	March 10	March 3 – 7	Mar. 20
Oct. 1	Sept. 17 – 28	Oct. 15	April 1	March 10 – 31	Apr. 15
Oct. 16	Oct. 1 – 15	Oct. 30	April 16	April 1 - April 15	Apr. 30
Oct. 31	Oct. 16 – 30	Nov. 15	May 1	April 16 – 30	May 15
Nov. 16	Oct. 31 – Nov. 15	Nov. 30	May 16	May 1 – 15	May 30
Dec. 3	Nov. 16 – 30	Dec. 14	June 2	May 16 – 30	June 6
Dec. 7	Dec. 3 – 7	Dec. 20	June 16	June 2 – June 13	June 30

* Please note dates are subject to change at holidays and spring break. Check monthly calendar for changes by going to Now Up to Date. Bring it up and go to View, to Business Office Calendar.