

## Lakeport Unified School District 2018 /2019 Pay Date Schedule

<u>Pay Date:</u>	<u>Week Day:</u>	<u>Employee Type:</u>	<u>For work performed during:</u>	<u>Special Considerations:</u>
7/13/2018	Friday (Summer Break)	Substitutes and timesheets	June - all 2017/2018 work performed	Checks available for pick up at the D.O. until 12 PM, then mailed.
7/31/2018	Tuesday	12 month employees	July	
8/15/2018	Wednesday	Substitutes and timesheets	July 1 - July 15	
8/31/2018	Friday (Holiday)	Contract employees	August	D.O. open 8:00 - 12:00 for check pickup, then mailed.
9/14/2018	Friday	Substitutes and timesheets	July 16 - August 15	
9/28/2018	Friday	Contract employees	September	
10/15/2018	Monday	Substitutes and timesheets	August 16 - September 15	
10/31/2018	Wednesday	Contract employees	October	
11/15/2018	Thursday	Substitutes and timesheets	September 16 - October 15	
11/30/2018	Friday	Contract employees	November	
12/14/2018	Friday	Substitutes/timesheets/coaches	October 16 - November 15	
12/28/2018	Friday (Winter Break)	Contract employees	December	Checks available for pick up at the D.O. until 12 PM, then mailed.
1/15/2019	Tuesday	Substitutes and timesheets	November 16 - December 15	
1/31/2019	Thursday	Contract employees	January	
2/15/2019	Friday (Holiday)	Substitutes and timesheets	December 16 - January 15	D.O. open 8:00 - 12:00 for check pickup, then mailed.
2/28/2019	Thursday	Contract employees	February	
3/15/2019	Friday	Substitutes/timesheets/coaches	January 16 - February 15	
3/29/2019	Friday	Contract employees	March	
4/15/2019	Monday	Substitutes and timesheets	February 16 - March 15	
4/30/2019	Tuesday	Contract employees	April	
5/15/2019	Wednesday	Substitutes/timesheets/coaches	March 16 - April 15	
5/31/2019	Friday (Summer Break)	Contract employees	May	Checks available for pick up at the D.O. until 12 PM, then mailed.
		Summer Pay for 10 month	June/July summer pay	
6/14/2019	Friday	Substitutes and timesheets	April 16 - May 15	
6/28/2019	Friday	11 and 12 month employees	June	
		Summer pay for 11 month	July summer pay	

Timesheets are due to the Site Office on the 16th of the month; due to the District Office on the 22nd of the month. These are paid the 15th of the following month.

Substitute pay checks will be available for pick up at the District Office until 12 PM on pay date. They will be mailed after this time unless other arrangements are made.