

**NATCHITOCHEES PARISH SCHOOL BOARD
JULY 2014 - JUNE 2015
PAYROLL CALENDAR**

July 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Regular Payroll Dates		
July 31, 2014	November 21, 2014	March 27, 2015
August 29, 2014	December 19, 2014	April 30, 2015
September 30, 2014	January 30, 2015	May 22, 2015
October 31, 2014	February 27, 2015	June 30, 2015

Miscellaneous Payrolls (i.e., Substitutes, Homebound, Workshops, Travel, Hourly Personnel, Extra Bus Trips, etc.)		
Time Worked In:	Reports Due	Dates Payroll is Mailed
July-14	August 1, 2014	August 15, 2014
August-14	September 2, 2014	September 15, 2014
September-14	October 1, 2014	October 15, 2014
October-14	November 3, 2014	November 17, 2014
November-14	December 1, 2014	December 15, 2014
December-14	January 5, 2014	January 16, 2015
January-15	February 2, 2015	February 17, 2015
February-15	March 2, 2015	March 16, 2015
March-15	April 7, 2015	April 20, 2015
April-15	May 1, 2015	May 15, 2015
May-15	June 1, 2015	June 15, 2015
June-15		

Summer School (Depends on Summer School Schedule)

NOTES

In order for Accounting to meet the Payroll Dates, all reports must be in by the due date. Leave entry must be checked against time sheets.
WE ARE NOW DIRECT DEPOSIT ONLY.

If reports are not turned in by the date stated above, everyone's check will be delayed.

All reports must be signed and dated.

TRAVEL:
Must be signed by employee and the Supervisor/Principal. Beginning August 1, 2003 travel is due on the same day as reports. Payment will be made on the 2nd Friday of the month

ALL OUT-OF-PARISH REPORTS must have leave approval and agenda attached.

Miscellaneous Payrolls will be mailed.
Hourly personnel will be paid with substitutes.

Christmas	Holiday	Secretaries Return
Thanksgiving	Reports Due	Secretaries last day
Professional Development	Students First/Last Day	/ Half day
	HS Development Day	

January 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
29	30					