

2018-19 Semi Monthly Pay Schedule

Pay Date Pick up check	Pay Period begin date	Pay Period End date	TimeSheet Due Date
July 31, 2018	June 18	July 8	July 11, 2018
August 15, 2018	July 9	July 22	July 25, 2018
August 31, 2018	July 23	August 5	August 8, 2018
September 14, 2018	August 6	August 26	August 29, 2018
September 28, 2018	August 27	September 9	September 12, 2018
October 11, 2018	September 10	September 23	September 26, 2018
October 31, 2018	September 24	October 7	October 10, 2018
November 15, 2018	October 8	October 21	October 24, 2018
November 30, 2018	October 22	November 4	November 7, 2018
December 7, 2019	November 5	November 25	**November 27, 2018
December 19, 2018	November 26	December 9	December 11, 2018
January 15, 2019	December 10	December 30	**January 8, 2019
January 31, 2019	December 31	January 13	January 16, 2019
February 15, 2019	January 14	January 27	January 30, 2019
February 28, 2019	January 28	February 10	February 13, 2019
March 7, 2019	February 11	February 24	February 27, 2019
March 29, 2019	February 25	March 10	March 20, 2019
April 15, 2019	March 11	March 31	April 3, 2019
April 30, 2019	April 1	April 14	April 17, 2019
May 15, 2019	April 15	April 28	May 1, 2019
May 31, 2019	April 29	May 12	May 15, 2019
June 13, 2019	May 13	May 26	May 29, 2019
June 27, 2019	May 27	June 9	June 12, 2019
July 15, 2019	June 10	June 23	June 26, 2019
July 31, 2019	June 24	July 7	July 10, 2019
August 15, 2019	July 8	July 21	July 24, 2019
August 31, 2019	July 22	August 4	August 7, 2019

**** EARLIER TURNAROUND LESS DAYS TO PROCESS PAYROLL - PLEASE BE ON TIME****

All Semi Monthly Employees, except Bus Drivers and Monitors, are on an Annualized Pay. This means your annual pay is divided over 24 checks so that you make the same base pay each pay check.

Hours worked over your scheduled hours will be paid at your hourly rate up to 40 hours.

Any hours worked over 40 will be paid at your overtime rate.

Below is the formula to figure your Annualized Pay.

Annual Pay = Daily Rate X Number of days worked on work calendar

Daily Rate of Pay = Hourly Rate X Number of hours scheduled to work per day

Your Semi Monthly Base Pay = Annual Pay / 24 number of checks for 2018-19

Example: Joe is a Custodian. Joe works a 239 day Work Calendar for 8 hours per day.

Hourly Rate = \$10.00.

Daily Rate = \$80.00

Reason: 8 hour X \$10.00 per hour

Annual Pay = \$19,120.00

Reason: \$80.00 (DR) X 239 day Work Calendar

Semi Monthly Base = \$796.67

Reason: \$19,120.00 Annual / 24 checks

~Even if there are three weeks in a Pay Period Joe will be paid his base of \$796.67 plus any straight or overtime hours he worked.