

**2018-2019
UPPER TOWNSHIP SCHOOL DISTRICT
PAYROLL SCHEDULE**

PAYROLL PERIOD	DEADLINE FOR PAYROLL REQUISITION FORM SUBMISSION - 10:00 A.M.	DIRECT DEPOSIT TRANSMITTAL DATE	PAYDAY	WEEK(S) TO BE PAID FOR SUBSTITUTES AND EXTRA PAY
July 1-15, 2018	July 5, 2018	July 11, 2018	July 13, 2018	Weeks beginning June 25 & July 2 (June 25-July 8)
July 16-31, 2018	July 19, 2018	July 25, 2018	July 27, 2018	Weeks beginning July 9 & 16 (July 9-22)
August 1-15, 2018	August 2, 2018	August 13, 2018	August 15, 2018	Weeks beginning July 23 & 30 (July 23-August 5)
August 16-31, 2018	August 16, 2018	August 28, 2018	August 30, 2018	Weeks beginning August 6 & 13 (August 6-19)
September 1-15, 2018	September 4, 2018	September 12, 2018	September 14, 2018	Weeks beginning August 20 & 27 (August 20-Sept 2)
September 16-30, 2018	September 18, 2018	September 26, 2018	September 28, 2018	Weeks beginning September 3 & 10 (September 3-16)
October 1-15, 2018	October 2, 2018	October 10, 2018	October 12, 2018	Weeks beginning September 17 & 24 (September 17-30)
October 16-31, 2018	October 18, 2018	October 26, 2018	October 30, 2018	Weeks beginning October 1, 8 & 15 (October 1-21)
November 1-15, 2018	November 5, 2018	November 13, 2018	November 15, 2018	Week beginning October 22 & 29 (October 22-Nov 4)
November 16-30, 2018	November 20, 2018	November 28, 2018	November 30, 2018	Weeks beginning November 5 & 12 (November 5-18)
December 1-15, 2018	December 4, 2018	December 12, 2018	December 14, 2018	Weeks beginning November 19 & 26 (Nov 19-Dec 2)
December 16-31, 2018	December 14, 2018	December 19, 2018	December 21, 2018	Weeks beginning December 3 & 10 (December 3-16)
January 1-15, 2019	January 3, 2019	January 11, 2019	January 15, 2019	Weeks beginning December 17, 24 & 31 (Dec 17-Jan 6)
January 16-31, 2019	January 18, 2019	January 28, 2019	January 30, 2019	Weeks beginning January 7 & 14 (January 7-20)

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February 1-15, 2019	February 5, 2019	February 13, 2019	February 15, 2019	Weeks beginning January 21 & 28 (January 21-February 3)
February 16-28, 2019	February 15, 2019	February 26, 2019	February 28, 2019	Weeks beginning February 4 & 11 (February 4-17)
March 1-15, 2019	March 5, 2019	March 13, 2019	March 15, 2019	Weeks beginning February 18 & 25 (February 18-March 3)
March 16-31, 2019	March 19, 2019	March 27, 2019	March 29, 2019	Weeks beginning March 4 & 11 (March 4-17)
April 1-15, 2019	April 2, 2019	April 10, 2019	April 12, 2019	Weeks beginning March 18 & 25 (March 18-31)
April 16-30, 2019	April 10, 2019	April 18, 2019	April 30, 2019	Weeks beginning April 1 & 8 (April 1-14)
May 1-15, 2019	May 3, 2019	May 13, 2019	May 15, 2019	Weeks beginning April 15, 22 & 29 (April 15-May 5)
May 16-31, 2019	May 20, 2019	May 28, 2019	May 30, 2019	Weeks beginning May 6 & 13 (May 6-19)
June 1-15, 2019	June 4, 2019	June 12, 2019	June 14, 2019	Weeks beginning May 20 & 27 (May 20-June 2)
June 16-30, 2019	June 19, 2019	June 26, 2019	June 28, 2019	Weeks beginning June 3, 10 & 17 (June 3-23)
NOTE: THREE PAY WEEKS FOR SUBS AND EXTRA PAY.				