



THE DISTRICT

Accounting & Payroll Department

Biweekly EmpCenter Approval Dates for 2018-2019 School Year

Pay Period		Biweekly Approval Date Range		Pay Date
Start	End	not before:	By 9 am on:	
06/09/18	06/22/18	06/23/18	06/25/18	* 07/06/18
06/23/18	07/06/18	07/07/18	07/10/18	07/20/18
07/07/18	07/20/18	07/21/18	07/24/18	08/03/18
07/21/18	08/03/18	08/04/18	08/07/18	08/17/18
08/04/18	08/17/18	08/18/18	08/21/18	08/31/18
08/18/18	08/31/18	09/01/18	09/04/18	09/14/18
09/01/18	09/14/18	09/15/18	09/18/18	09/28/18
09/15/18	09/28/18	09/29/18	10/02/18	10/12/18
09/29/18	10/12/18	10/13/18	10/16/18	10/26/18
10/13/18	10/26/18	10/27/18	10/30/18	11/09/18
10/27/18	11/09/18	11/10/18	11/10/18	*** 11/23/18
11/10/18	11/23/18	11/24/18	11/27/18	12/07/18
11/24/18	12/07/18	12/08/18	12/11/18	12/21/18
12/08/18	12/21/18	12/22/18	12/22/18	*** 01/04/19
12/22/18	01/04/19	01/05/19	01/08/19	01/18/19
01/05/19	01/18/19	01/19/19	01/22/19	02/01/19
01/19/19	02/01/19	02/02/19	02/05/19	02/15/19
02/02/19	02/15/19	02/16/19	02/19/19	03/01/19
02/16/19	03/01/19	03/02/19	03/04/19	* 03/15/19
03/02/19	03/15/19	03/16/19	03/19/19	03/29/19
03/16/19	03/29/19	03/30/19	04/02/19	04/12/19
03/30/19	04/12/19	04/13/19	04/16/19	04/26/19
04/13/19	04/26/19	04/27/19	04/30/19	05/10/19
04/27/19	05/10/19	05/11/19	05/14/19	05/24/19
05/11/19	05/24/19	05/25/19	05/28/19	06/07/19
05/25/19	06/07/19	06/08/19	06/11/19	06/21/19
06/08/19	06/21/19	06/22/19	06/24/19	* 07/05/19

Holidays are determined each year when the District Calendar is passed by the Board.

Ten Holidays are granted to 260 Day Employees.

The 10 Holidays for FY2019 are:
 July Fourth 07/04/2018 (10 hours)
 Labor Day 09/03/2018
 Veterans' Day 11/12/2018
 Thanksgiving Day 11/22/2018
 Christmas Eve and Day 12/24/2018 & 12/25/2018
 New Year's Day 01/01/2019
 Martin Luther King Day 01/21/2019
 Good Friday 04/19/2019
 Memorial Day 05/27/2019

BIWEEKLY Approve by 9 AM on the dates listed.

- * Early approval is necessary due to District Holiday
- *** Approval must be done on a SATURDAY during District Closure.