



Monthly Employees EmpCenter Approval Dates for 2018-2019 School Year

Month Ended		Last Amigo Import		Approval Date Range		Extra Duty Pay Date	
Day	Date	Day	Date	not before:	by Noon :	Day	Date
Tuesday	07/31/18	Wednesday	08/01/18	08/01/18	08/03/18	Friday	08/31/18
Friday	08/31/18	Tuesday	09/04/18	09/04/18	09/06/18	Friday	09/28/18
Sunday	09/30/18	Monday	10/01/18	10/01/18	10/03/18	Wednesday	10/31/18
Wednesday	10/31/18	Thursday	11/01/18	11/01/18	11/02/18	Friday	11/30/18
Friday	11/30/18	Monday	12/03/18	12/03/18	12/04/18	Friday	12/28/18
Monday	12/31/18	Thursday	01/03/19	01/03/19	01/07/19	Thursday	01/31/19
Thursday	01/31/19	Friday	02/01/19	02/01/19	02/05/19	Thursday	02/28/19
Thursday	02/28/19	Friday	03/01/19	03/01/19	03/04/19	Friday	03/29/19
Sunday	03/31/19	Monday	04/01/19	04/01/19	04/03/19	Tuesday	04/30/19
Tuesday	04/30/19	Wednesday	05/01/19	05/01/19	05/03/19	Friday	05/31/19
Friday	05/31/19	Monday	06/03/19	06/03/19	06/05/19	Friday	06/28/19
Sunday	06/30/19	Monday	07/08/19	07/08/19	07/09/19	Wednesday	07/31/19
Wednesday	07/31/19	Thursday	08/01/19	08/01/19	08/05/19	Friday	08/30/19



MONTHLY do NOT approve before NOON on this date to minimize AMIGO corrections.

Approve by NOON on this date - approvals not done timely may result in an inaccurate payment to your employees