

Time Card Deadlines and Paycheck Schedule for the 2008-2009 School Year.

Work Dates	Deadline for receipt of timecards	Check Date
6/16/08 to 6/30/08	7/03/08	7/16/07
7/01/08 to 7/15/08	7/17/08	8/1/07
7/16/08 to 7/31/08	8/2/08	8/16/07
8/1/08 to 8/15/08	8/17/08	8/31/07
8/16/08 to 8/31/08	9/4/08**	9/14/07
9/1/08 to 9/15/08	9/18/08	10/1/07
9/16/08 to 9/30/08	10/2/08	10/16/07
10/1/08 to 10/15/08	10/17/08	11/1/07
10/16/08 to 10/31/08	11/2/08	11/16/07
11/01/08 to 11/15/08	11/16/08**	11/30/07
11/16/08 to 11/30/08	12/4/08	12/14/07
12/01/08 to 12/15/08	12/17/08**	12/31/07
12/16/08 to 12/31/08	1/2/09**	1/16/08
1/1/09 to 1/15/09	1/17/09	2/1/08
1/16/09 to 1/31/09	2/4/09	2/15/08
2/1/09 to 2/15/09	2/19/09**	2/29/08
2/16/09 to 2/29/09	3/4/09	3/14/08
3/1/09 to 3/15/09	3/18/09	4/1/08
3/16/09 to 3/31/09	4/2/09	4/16/08
4/1/09 to 4/15/09	4/17/09	5/1/08
4/16/09 to 4/30/09	5/2/09	5/16/08
5/1/09 to 5/15/09	5/16/09**	5/30/08
5/16/09 to 5/31/09	6/3/09	6/16/08
6/1/09 to 6/15/09	6/17/09**	6/30/08
6/16/09 to 6/30/09	7/1/09**	7/16/08

Timecards must be **received in payroll by 4pm** on the second business day following the 15th and the last day of the month.

****EARLY DEADLINE FOR RECEIPT OF TIMECARDS**

You may fax your timecards to 484.237.5158
 Substitutes may call Caitlin Molloy at 484.237.5292.