

Your Payroll Checks

Please forward questions concerning your pay to Cindy Rittmer @ 243-9501 Or e-mail crittmer@jr2mail.org

- Payroll checks are picked up from the Administration Office around 8am and distributed to the school buildings.
- Federal and Missouri W-4 forms are available upon request or through the district website under the 'Employee Resources' → 'Payroll Tab'.
- **PLEASE RETAIN YOUR PAY STUBS FOR AT LEAST ONE YEAR.**

Timesheet cut-off dates for the 2018/2019 fiscal year are as follows:

Begin Timesheet On:	End Timesheet On:	For Payroll Month of:	Pay Dates:
July 1, 2018*	July 28, 2018	August, 2018	08/10; 08/20
July 29, 2018	August 25, 2018	September, 2018	09/10; 09/20
August 26, 2018	September 29, 2018	October, 2018	10/10; 10/19
September 30, 2018	October 27, 2018	November, 2018	11/09; 11/20
October 28, 2018	November 24, 2018	December, 2018	12/10; 12/20
November 25, 2018	December 29, 2018	January, 2019	01/10; 01/18
December 30, 2018	January 26, 2019	February, 2019	02/08; 02/20
January 27, 2019	February 23, 2019	March, 2019	03/08; 03/20
February 24, 2019	March 30, 2019	April, 2019	04/10; 04/18
March 31, 2019	April 27, 2019	May, 2019	05/10; 05/20
April 28, 2019	May 25, 2019	June, 2019	06/10; 06/20
May 26, 2019	June 30, 2019*	July, 2019	07/10; 07/19

**Each fiscal year pay period will begin on July 1 and end on June 30, regardless of the day of the week on which those dates fall.*

When completing your timesheets, please remember to:



- Use **Blue** or **Black** ink only - **NO Pencils** or **Red** ink please.
- Mark times and hours worked to the nearest quarter hour.
- Enter unpaid hours under "Reduction in Pay" column.
- Enter absences and leave used under appropriate columns
- Feel free to make comments about your time on the right
- Calculate totals for each column and transfer hours from back to front.
- Sign your timesheet and keep a copy for your records.
- Have your supervisor sign and send the **original** to the board office at least 7 days prior to the pay date.
- A late timesheet may result in delay of pay.

A Sample Timesheet is shown on back

**Thank you!
Cindy Rittmer
Payroll Coordinator**