

# Your Payroll Checks

*Please forward questions concerning your pay to Pam Cook @ 243-9501 or e-mail pcook@jackson.k12.mo.us*

- 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's website.
- **PLEASE RETAIN YOUR PAY STUBS FOR AT LEAST ONE YEAR.**

Timesheet cut-off dates for the 2019/2020 fiscal year are as follows:

Begin Timesheet On:	End Timesheet On:	For Payroll Month of:	Pay Dates:
July 1, 2019*	July 27, 2019	August, 2019	08/09; 08/20
July 28, 2019	August 31, 2019	September, 2019	09/10; 09/20
September 01, 2019	September 28, 2019	October, 2019	10/10; 10/18
September 29, 2019	October 26, 2019	November, 2019	11/08; 11/20
October 27, 2019	November 30, 2019	December, 2019	12/10; 12/20
December 01, 2019	December 28, 2019	January, 2020	01/10; 01/17
December 29, 2019	January 25, 2020	February, 2020	02/10; 02/20
January 26, 2020	February 29, 2020	March, 2020	03/10; 03/20
March 01, 2020	March 28, 2020	April, 2020	04/10; 04/20
March 29, 2020	April 25, 2020	May, 2020	05/08; 05/20
April 26, 2020	May 30, 2020	June, 2020	06/10; 06/19
May 31, 2020	June 30, 2020*	July, 2020	07/10; 07/20

*\*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.*

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## 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 (if applicable).
- 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!  
Pam Cook  
Your Payroll Coordinator**