

SDUSD PAYROLL SCHEDULE 2016

The district is considered a monthly remitter by the Internal Revenue Service. As such, employees should report earnings during the period in which they are earned and not withhold hourly earnings/time cards to be remitted at a later date. Please be sure to turn in time cards in a timely manner to your timekeeper. Timekeepers should make sure time is being entered daily whenever possible. Please don't wait until the deadline date to enter positive hours. Thank you for your support with timely and accurate reporting of employee positive hours, absences and leave.

PAY DAY	ON/OFF CYCLE	EARNINGS BEING PAID
JANUARY 8, 2016	OFF	ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE JANUARY 4, 2016 AT 5 P.M.
JANUARY 29, 2016	ON	MONTHLY SALARIED EARNINGS JANUARY 1-31, 2016 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE JANUARY 19, 2016 AT 5 P.M.
FEBRUARY 10, 2016	OFF	ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE FEBRUARY 1, 2016 AT 5 P.M.
FEBRUARY 29, 2016	ON	MONTHLY SALARIED EARNINGS FEBRUARY 1-29, 2016 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE FEBRUARY 16, 2016 AT 5 P.M.
MARCH 10, 2016	OFF	ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE MARCH 1, 2016 AT 5 P.M.
MARCH 31, 2016	ON	MONTHLY SALARIED EARNINGS MARCH 1-31, 2016 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE MARCH 16, 2016 AT 5 P.M.
APRIL 8, 2016	OFF	ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE APRIL 1, 2016 AT 5 P.M.
APRIL 29, 2016	ON	MONTHLY SALARIED EARNINGS APRIL 1-30, 2016 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE APRIL 18, 2016 AT 5 P.M.
MAY 10, 2016	OFF	ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE MAY 2, 2016 AT 5 P.M.
MAY 31, 2016	ON	MONTHLY SALARIED EARNINGS MAY 1-31, 2016 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE MAY 16, 2016 AT 5 P.M.
JUNE 10, 2016	OFF	ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE JUNE 1, 2016 AT 5 P.M.
JUNE 30, 2016	ON	MONTHLY SALARIED EARNINGS JUNE 1-30, 2016 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE JUNE 16, 2016 AT 5 P.M.
JULY 8, 2016	OFF	ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE JULY 1, 2016 AT 5 P.M.
JULY 29, 2016	ON	MONTHLY SALARIED EARNINGS JULY 1-31, 2016 PLUS ALL HOURLY EARNINGS REPORTED BY THE TIMEKEEPER DEADLINE JULY 18, 2016 AT 5 P.M.
AUGUST 10, 2016	OFF	ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE AUGUST 1, 2016 AT 5 P.M.
AUGUST 31, 2016	ON	MONTHLY SALARIED EARNINGS AUGUST 1-31, 2016 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE AUGUST 16, 2016 AT 5 P.M.
SEPTEMBER 9, 2016	OFF	ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE SEPTEMBER 1, 2016 AT 5 P.M.
SEPTEMBER 30, 2016	ON	MONTHLY SALARIED EARNINGS SEPTEMBER 1-30, 2016 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE SEPTEMBER 16, 2016 AT 5 P.M.
OCTOBER 7, 2016	OFF	ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE OCTOBER 3, 2016 AT 5 P.M.

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OCTOBER 31, 2016	ON	MONTHLY SALARIED EARNINGS OCTOBER 1-31, 2016 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE OCTOBER 17, 2016 AT 5 P.M.
NOVEMBER 10, 2016	OFF	ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE NOVEMBER 1, 2016 AT 5 P.M.
NOVEMBER 30, 2016	ON	MONTHLY SALARIED EARNINGS NOVEMBER 1-30, 2016 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE NOVEMBER 16, 2016 AT 5 P.M.
DECEMBER 9, 2016	OFF	ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE DECEMBER 1, 2016 AT 5 P.M.
DECEMBER 29, 2016	ON	MONTHLY SALARIED EARNINGS DECEMBER 1-31, 2016 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE DECEMBER 16, 2016 AT 5 P.M.