

**SAN DIEGO UNIFIED SCHOOL DISTRICT PAYROLL SCHEDULE 2019**

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.

| <b>PAY DAY</b>            | <b>ON/OFF CYCLE</b> | <b>EARNINGS BEING PAID</b>   |
|---------------------------|---------------------|--|
| <b>JANUARY 10, 2019</b>   | OFF                 | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE JANUARY 2, 2019 AT 5 P.M.  |
| <b>JANUARY 31, 2019</b>   | ON                  | MONTHLY SALARIED EARNINGS JANUARY 1-31, 2019 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE JANUARY 16, 2019 AT 5 P.M.     |
| <b>FEBRUARY 8, 2019</b>   | OFF                 | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE FEBRUARY 1, 2019 AT 5 P.M.   |
| <b>FEBRUARY 28, 2019</b>  | ON                  | MONTHLY SALARIED EARNINGS FEBRUARY 1-28, 2019 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE FEBRUARY 19, 2019 AT 5 P.M.   |
| <b>MARCH 8, 2019</b>      | OFF                 | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE MARCH 1, 2019 AT 5 P.M.  |
| <b>MARCH 29, 2019</b>     | ON                  | MONTHLY SALARIED EARNINGS MARCH 1-31, 2019 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE MARCH 18, 2019 AT 5 P.M.         |
| <b>APRIL 10, 2019</b>     | OFF                 | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE APRIL 1, 2019 AT 5 P.M.  |
| <b>APRIL 30, 2019</b>     | ON                  | MONTHLY SALARIED EARNINGS APRIL 1-30, 2019 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE APRIL 16, 2019 AT 5 P.M.         |
| <b>MAY 10, 2019</b>       | OFF                 | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE MAY 1, 2019 AT 5 P.M.  |
| <b>MAY 31, 2019</b>       | ON                  | MONTHLY SALARIED EARNINGS MAY 1-31, 2019 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE MAY 16, 2019 AT 5 P.M.             |
| <b>JUNE 10, 2019</b>      | OFF                 | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE JUNE 3, 2019 AT 5 P.M.   |
| <b>JUNE 28, 2019</b>      | ON                  | MONTHLY SALARIED EARNINGS JUNE 1-30, 2019 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE JUNE 17, 2019 AT 5 P.M.           |
| <b>JULY 10, 2019</b>      | OFF                 | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE JULY 1, 2019 AT 5 P.M.   |
| <b>JULY 31, 2019</b>      | ON                  | MONTHLY SALARIED EARNINGS JULY 1-31, 2019 PLUS ALL HOURLY EARNINGS REPORTED BY THE TIMEKEEPER DEADLINE JULY 16, 2019 AT 5 P.M.       |
| <b>AUGUST 9, 2019</b>     | OFF                 | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE AUGUST 1, 2019 AT 5 P.M.   |
| <b>AUGUST 30, 2019</b>    | ON                  | MONTHLY SALARIED EARNINGS AUGUST 1-31, 2019 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE AUGUST 16, 2019 AT 5 P.M.       |
| <b>SEPTEMBER 10, 2019</b> | OFF                 | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE SEPTEMBER 3, 2019 AT 5 P.M.  |
| <b>SEPTEMBER 30, 2019</b> | ON                  | MONTHLY SALARIED EARNINGS SEPTEMBER 1-30, 2019 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE SEPTEMBER 16, 2019 AT 5 P.M. |

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| <b>PAY DAY</b>           | <b>ON/OFF CYCLE</b> | <b>EARNINGS BEING PAID</b>   |
|--------------------------|---------------------|--|
| <b>OCTOBER 10, 2019</b>  | OFF                 | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE OCTOBER 1, 2019 AT 5 P.M.  |
| <b>OCTOBER 31, 2019</b>  | ON                  | MONTHLY SALARIED EARNINGS OCTOBER 1-31, 2019 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE OCTOBER 16, 2019 AT 5 P.M.   |
| <b>NOVEMBER 8, 2019</b>  | OFF                 | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE NOVEMBER 1, 2019 AT 5 P.M.   |
| <b>NOVEMBER 27, 2019</b> | ON                  | MONTHLY SALARIED EARNINGS NOVEMBER 1-30, 2019 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE NOVEMBER 18, 2019 AT 5 P.M. |
| <b>DECEMBER 10, 2019</b> | OFF                 | ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE DECEMBER 2, 2019 AT 5 P.M.   |
| <b>DECEMBER 30, 2019</b> | ON                  | MONTHLY SALARIED EARNINGS DECEMBER 1-31, 2019 PLUS ALL HOURLY EARNINGS REPORTED BY TIMEKEEPER DEADLINE DECEMBER 16, 2019 AT 5 P.M. |