

**KETTERING CITY SCHOOL DISTRICT
PAYROLL CALENDAR FOR 2019 - 2020**

<u>PAY DATE</u>	<u>PAY CODE #</u>	<u>PAY PERIOD 12 MONTH EMPLOYEES, SUBSTITUTES, TEMPORARY EMPLOYEES</u>	<u>DATE PAYROLL DUE IN TREASURER'S OFFICE **</u>
9/13/19 Fri	1	August 19 - September 1	August 30 Fri (end of day)**
9/27/19 Fri	2	September 2 - September 15	September 16 Mon
10/11/19 Fri	3	September 16 - September 29	September 30 Mon
10/25/19 Fri	4	September 30 - October 13	October 14 Mon
11/8/19 Fri	5	October 14 - October 27	October 28 Mon
11/22/19 Fri	6	October 28 - November 10	November 11 Mon
12/6/19 Fri	7	November 11 - November 24	November 22 Fri (end of day)**
12/20/19 Fri	8	November 25 - December 8	December 6 Fri (end of day)**
1/3/20 Fri	9	December 9 - December 22	December 23 Mon*
			<i>*(due by 11:00 a.m.) NO EXCEPTIONS</i>
			<u>Schools Only December 20 Fri (end of day)**</u>
1/17/20 Fri	10	December 23 - January 5	January 6 Mon
1/31/20 Fri	11	January 6 - January 19	January 17 Fri (end of day)**
2/14/20 Fri	12	January 20 - February 2	February 3 Mon
2/28/20 Fri	13	February 3 - February 16	February 14 Fri (end of day)**
3/13/20 Fri	14	February 17 - March 1	March 2 Mon
3/27/20 Fri	15	March 2 - March 15	March 13 Fri (end of day)**
4/10/20 Fri	16	March 16 - March 29	Mar 30 Mon
4/24/20 Fri	17	March 30 - April 12	April 13 Mon
5/8/20 Fri	18	April 13 - April 26	Apr 27 Mon
5/22/20 Fri	19	April 27 - May 10	May 11 Mon
6/5/20 Fri	20	May 11 - May 24	May 22 Fri (end of day)**
6/19/20 Fri	21	May 25 - June 7	June 8 Mon
7/2/20 Thurs	22	June 8 - June 21	June 22 Mon
7/17/20 Fri	23	June 22 - July 5	July 6 Mon
7/31/20 Fri	24	July 6 - July 19	July 20 Mon
8/14/20 Fri	25	July 20 - August 2	August 3 Mon
8/28/20 Fri	26	August 3 - August 16	August 17 Mon

**PAYROLL REQUISITIONS MUST BE RECEIVED IN THE PAYROLL OFFICE ON OR BEFORE DUE DATES.
PLEASE DO NOT DEPEND ON SCHOOL MAIL WHEN SCHOOL WILL NOT BE IN SESSION.

IMPORTANT PAYROLL INFORMATION

If you wish to make changes to your direct deposit, please contact your department office for the appropriate form.

**PLEASE MAKE THE DIRECT DEPOSIT CHANGE
TWO WEEKS BEFORE THE PAYROLL DATE.**

TO VIEW WEB PAYROLL

Sign onto www.ketteringschools.org

Go to Departments and then Treasurer's Office

Scroll to the bottom and select Web Payroll from the inside OR from the outside

If you have any questions, please contact the Payroll Department at 499-1416 or 499-1417.