ATLANTIC COMMUNITY SCHOOL DISTRICT

2018-19 SCHEDULE OF PAY PERIODS AND PAY DATES

All time cards for hours worked must be turned in to your supervisor immediately following the end of the pay period. For most employees, this will be on Fridays.

**Time cards are due in the Central Office by 4:00 p.m. on the due date specified.**

**Late time cards will not be paid until the following pay period.**

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| **WORK PERIOD** | **TIME CARDS DUE IN CENTRAL OFFICE** | **PAY DAY** |
| July 15- July 28, 2018 | July 31, 2018 | August 10, 2018 |
| July 29 - August 11, 2018 | August 14 , 2018 | August 24, 2018 |
| August 12 – August 25, 2018 | August 28, 2018 | September 7, 2018 |
| August 26 – September 8, 2018 | September 11, 2018 | September 21, 2018 |
| September 9 – September 22, 2018 | September 25, 2018 | October 5, 2018 |
| September 23 – October 6, 2018 | October 9, 2018 | October 19, 2018 |
| October 7 – October 20, 2018 | October 23, 2018 | November 2, 2018 |
| October 21 – November 3, 2018 | November 6, 2018 | November 16, 2018 |
| November 4 – November 17, 2018 | November 20, 2018 | November 30, 2018 |
| November 18– December 1, 2018 | December 4, 2018 | December 14, 2018 |
| December 2 – December 15, 2018 | December 18, 2018 | December 28, 2018  |
| December 16 – December 29 2018 | December 21, 2018\* | January 11, 2019 |
| December 30 –January 12, 2019  | January 15, 2019 | January 25 2019 |
| January 13 – January 26, 2019 | January 29, 2019 | February 8, 2019 |
| January 27 – February 9, 2019 | February 12, 2019 | February 22, 2019 |
| February 10 – February 23, 2019 | February 26, 2019 | March 8, 2019 |
| February 24 – March 9, 2019 | March 12, 2019 | March 22, 2019 |
| March 10 – March 23, 2019 | March 26, 2019 | April 5, 2019  |
| March 24 – April 6, 2019 | April 9, 2019 | April 18, 2019 |
| April 7 – April 20, 2019 | April 23, 2019 | May 3, 2019 |
| April 21 – May 4, 2019 | May 7, 2019 | May 17, 2019 |
| May 5 – May 18, 2019 | May 21, 2019 | May 31, 2019 |
| May 19 – June 1, 2019 | June 4, 2019 | June 14, 2019 |
| June 2 - June 15, 2019 | June 18, 2019 | June 28 , 2019 |
| June 16 – June 29, 2019 | July 2, 2019 | July 12, 2019 |
| June 30- July 13, 2019 | July 16, 2019 | July 26, 2019 |
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\***Holiday time, so please be sure to send the time cards over to Central Office before leaving for Christmas break. Central Office will be closed from December 24-January 1.**