

**KETTERING CITY SCHOOL DISTRICT  
PAYROLL CALENDAR FOR 2018 - 2019**

<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>
9/14/18	Fri	1	August 20 - September 2	August 31 Fri (end of day)**
9/28/18	Fri	2	September 3 - September 16	September 17 Mon
10/12/18	Fri	3	September 17 - September 30	October 1 Mon
10/26/18	Fri	4	October 1 - October 14	October 15 Mon
11/9/18	Fri	5	October 15 - October 28	October 29 Mon
11/21/18	Wed	6	October 29 - November 11	November 9 Fri (end of day)**
12/7/18	Fri	7	November 12 - November 25	November 16 Fri (end of day)**
12/21/18	Fri	8	November 26 - December 9	December 7 Fri (end of day)**
1/4/19	Fri	9	December 10 - December 23	December 26 Wed*
			<b><u>Schools Only</u></b>	<b><u>December 21 Fri (end of day)**</u></b>
1/18/19	Fri	10	December 24 - January 6	January 7 Mon
2/1/19	Fri	11	January 7 - January 20	January 18 Fri (end of day)**
2/15/19	Fri	12	January 21 - February 3	February 4 Mon
3/1/19	Fri	13	February 4 - February 17	February 15 Fri (end of day)**
3/15/19	Fri	14	February 18 - March 3	March 4 Mon
3/29/19	Fri	15	March 4 - March 17	March 15 Fri (end of day)**
4/12/19	Fri	16	March 18 - March 31	April 1 Mon
4/26/19	Fri	17	April 1 - April 14	April 15 Mon
5/10/19	Fri	18	April 15 - April 28	Apr 29 Mon
5/24/19	Fri	19	April 29 - May 12	May 13 Mon
6/7/19	Fri	20	May 13 - May 26	May 24 Fri (end of day)**
6/21/19	Fri	21	May 27 - June 9	June 10 Mon
7/5/19	Fri	22	June 10 - June 23	June 24 Mon
7/19/19	Fri	23	June 24 - July 7	July 8 Mon
8/2/19	Fri	24	July 8 - July 21	July 22 Mon
8/16/19	Fri	25	July 22 - August 4	August 5 Mon
8/30/19	Fri	26	August 5 - August 18	August 19 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](http://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**.