

## TIME CARD DUE DATES

CERTIFICATED CONTRACT - SALMON      Period Coverage Only    BLUE      All Extra Duty

Due on the 10<sup>th</sup> of the month - Paid on the 1<sup>st</sup> business day of the following month

SUBSTITUTES - GREEN      Certificated Hourly    WHITE      - Classified Hourly

Due on the 19<sup>th</sup> of the month    Paid on the 9<sup>th</sup> of the following month

CLASSIFIED CONTRACT - PINK      Extra Duty, YELLOW      - Overtime

Due on the 1<sup>st</sup> of the month - Paid on the last business day of the month

\*\*\* PLEASE LIST THE PSR NUMBER ON ALL EXTRA DUTY & OVERTIME TIME CARDS\*\*\*

\*\*\* PSR WITH A STATUS OF " PROCESSED" MUST BE ATTACHED TO THE EXTRA DUTY & OVERTIME TIME CARDS BEFORE SUBMITTING TO PAYROLL FOR PROCESSING\*\*\*

\*\*\* ACCOUNT CODES SHOULD MATCH THE ACCOUNT CODE LISTED ON THE PSR\*\*\*

## VOLUNTARY DEDUCTION CHANGES

Classified    to be effective on the 15<sup>th</sup> of the month    Due on  
the last business day of the prior month

Classified    to be effective on the last business day of the month    Due on  
the 10<sup>th</sup> of the current month

Certificated – to be effective on the 1<sup>st</sup> business day of the month    Due on  
the 15<sup>th</sup> of the prior month

## CHANGES TO TAX WITHHOLDINGS - FEDERAL (W-4's) & STATE (DE-4'S)

Classified due on the last business day of the month to be effective on the 15<sup>th</sup> of the following month. Changes to W-