2018-2019
Lincoln Parish School Board

PAYROLL SCHEDULE & WORK CUT-OFF DATES

CUT-OFF DATES	DUE IN PAYROLL OFFICE BY 4:00 P. M. ON	PAY DAY
August 24, 2018	August 30, 2018	WEDNESDAY, SEPTEMBER 26, 2018
September 21, 2018	September 27, 2018	FRIDAY, OCTOBER 26, 2018
October 19, 2018	October 25, 2018	FRIDAY, NOVEMBER 16, 2018
	SALARY SUPPLEMENT >>>>>>>>>>>>>	FRIDAY, NOVEMBER 16, 2018
November 23, 2018	November 29, 2018	WEDNESDAY, DECEMBER 19, 2018
	REMINDER >>>>>>>>>>>>>>>>>>>>>>>>>	**CENTRAL OFFICE WILL CLOSE AT 4:00 P.M. DEC. 19, 2018**
December 28, 2018	January 10, 2019	FRIDAY, JANUARY 25, 2019
	EMPLOYEE W-2s WILL BE AVAILABLE ON THIS DATE>>>>>>>>>>>>>>>>>>>>>	**THURSDAY, JANUARY 31, 2019**
February 1, 2019	February 7, 2019	TUESDAY, FEBRUARY 26, 2019
March 1, 2019	March 7, 2019	FRIDAY, MARCH 22, 2019
April 5, 2019	April 11, 2019	FRIDAY, APRIL 26, 2019
May 3, 2019	May 9, 2019	FRIDAY, MAY 24, 2019
	SALARY SUPPLEMENT >>>>>>>>>>>>>>>	FRIDAY, MAY 24, 2019
May 31, 2019	June 6, 2019	WEDNESDAY, JUNE 26, 2019
June 28, 2019	**JULY 1, 2019* (SEE NOTE BELOW) NO EXCEPTIONS!!!!!!!!**	FRIDAY, JULY 26, 2019
July 26, 2019	August 1, 2019	MONDAY, AUGUST 26, 2019

*** NOTE: ALL TIME RECORDS AND PAY REQUESTS FOR WORK PERFORMED ON OR BEFORE JUNE 30, 2019 ARE DUE BY THIS DATE IN ORDER TO CLOSE OUT PAYROLL, RETIREMENT EARNINGS, AND GRANT PROGRAMS FOR THE FISCAL YEAR. THIS ALSO INCLUDES CONTRACTS FOR PROFESSIONAL SERVICE.**

Approved: _____

George Murphy, Business Manager, Lincoln Parish School Board