

# PAYROLL TIPS AND REMINDERS



## TIME CARD DUE DATES

- **SALMON/ BLUE:** Certificated Contract – 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
- **GREEN/ WHITE:** Certificated & Classified Hourly  
Due on the 19<sup>th</sup> of the month – Paid on the 9<sup>th</sup> of the following month
- **PINK/ YELLOW:** Classified Contract - Extra Duty & Overtime  
Due on the 1<sup>st</sup> of the month - Paid on the last business day of the month  
\*\*\* 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 (W-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-4's are for the entire month; the 15<sup>th</sup> payroll and the end of the month payroll.
- **Certificated** due on 15<sup>th</sup> of the month to be effective on the 1<sup>st</sup> business day of the following month.

Do not submit more than one W-4 at a time. Submitting multiple W-4's at the same time for multiple months will not be processed.

**\*\* COMING SOON – 01/01/2020 NEW IRS 2020 W4 – OLD FORMS WILL REMAIN IN EFFECT UNTIL YOU MAKE A CHANGE TO YOUR WITHHOLDING. USING THE NEW FORM WILL ALSO REQUIRE A SEPARATE STATE DE4 FORM MORE INFORMATION TO BE GIVEN AT A LATER DATE \*\***

## SUBSTITUTE TEACHERS' PAYROLL

- Payroll must have the Aesop Absentee Report each month to authorize payroll for all Substitute Teachers
- Run the Aesop Absentee Report at the end of day on the 19<sup>th</sup> of each month for the period of xx-20-xxxx – xx-19-xxxx and have your administrator sign the report

The signed report is due in Payroll by the 20<sup>th</sup> of each month.