

ROSEBURG PUBLIC SCHOOLS
Roseburg, Oregon

May 7, 2019

REVISED November 7, 2019

2019-2020 PAYROLL

CUT-OFF DATES AND PAYDAYS

Payroll cut-off dates are used to process payroll changes, pay extra hours worked and to post absences for leave balances.

- **PAYROLL CHANGES:** All changes such as direct deposit, tax withholding, and other deductions including health savings accounts and tax-sheltered annuities **must** be received by the payroll cut-off date to be processed on the month end payroll.
- **EXTRA HOURS AND/OR SUB HOURS:** All supplemental hours, overtime hours, and/or substitute hours **must** be turned in by the cut-off date to be processed on the monthly payroll.
- **LEAVE:** All leave will be posted through the payroll cut-off date for the current month end payroll.

Items received after the payroll cut-off date will be processed on a case by case basis.

Cut Off Date	Payday	Notes:
Wednesday, July 17, 2019	Wednesday, July 31, 2019	
Thursday, August 15, 2019	Friday, August 30, 2019	
Monday, September 16, 2019	Monday, September 30, 2019	
Thursday, October 17, 2019	Thursday, October 31, 2019	
Wednesday, November 13, 2019	Wednesday, November 27, 2019 Tuesday, November 26, 2019	
Friday, December 6, 2019	Friday, December 20, 2019	Early payday due to holiday/vacation
Friday, January 17, 2020	Friday, January 31, 2020	
Friday, February 14, 2020	Friday, February 28, 2020	
Tuesday, March 17, 2020	Tuesday, March 31, 2020	
Thursday, April 16, 2020	Thursday, April 30, 2020	
Friday, May 15, 2020	Friday, May 29, 2020	
Thursday, June 4, 2020	Friday, June 12, 2020	Licensed Staff only - June payment
Tuesday, June 16, 2020	Tuesday, June 30, 2020	All others receive June payment Less than 12-month Employees: Also receive July or July & August payments (depending on payment plan)