

# WEAKLEY COUNTY TIME SHEET SCHEDULE

## 2018-2019 FISCAL YEAR

General Fund and General Fund Hourly

E911

Central/Shop

Solid Waste

Supervisors

*SUBSTITUTES FOR ALL THE ABOVE*

| <b>PAYROLL DATES</b> | <b>PAY PERIOD START AND END DATES</b> | <b>REPORT OF LEAVE/TIME SHEET DUE DATES</b> |
|----------------------|---------------------------------------|---|
| July 30, 2018        | July 1-31                             | July 24, 2018                               |
| August 30, 2018      | August 1-31                           | August 22, 2018                             |
| September 28, 2018   | September 1-30                        | September 21, 2018                          |
| October 30, 2018     | October 1-31                          | October 24, 2018                            |
| November 30, 2018    | November 1-30                         | November 23, 2018                           |
| December 28, 2018    | December 1-31                         | December 21, 2018                           |
| January 30, 2018     | January 1-31                          | January 25, 2019                            |
| February 28, 2018    | February 1-28                         | February 22, 2019                           |
| March 29, 2018       | March 1-31                            | March 22, 2019                              |
| April 30, 2018       | April 1-30                            | April 24, 2019                              |
| May 30, 2018         | May 1-31                              | May 24, 2019                                |
| June 28, 2018        | June 1-30                             | June 21, 2019                               |

NON-CERTIFIED: Longevity checks are paid on the end of the month payroll cycle following the employee's third-year anniversary date. An employee will not receive longevity pay if on an unpaid leave.

\*\*If time sheets cannot be delivered on due date, please fax to Finance Dpt. at 364-3858 or Central Office at 364-2662 and send originals as soon as possible.