

Hamilton School Board Payroll Schedule for 2009-2010

All reports must be submitted to the District Office by 2:00 p.m. on the submittal dates. All payroll changes (voluntary deductions, direct deposit, withholding, etc.) are due in the District Office by these dates as well.

Month and Pay Date	Run	Submittal Dates	Work/Leave Period		Number of Days Worked in Pay Period						
			Begins	Ends	9 Mo.	SFS Asst.	SFS Man.	10 Mo. Ins/Non	11 Mo. Inst/DC	12 Mo.	Elected Officers
July 15	001	July 06	July 01	July 03	0	0	0	0	0	3	3
July 30	002	July 16	July 06	July 15	0	0	0	0	0	8	12
Aug 13	003	Aug 04	July 16	Aug 03	0	0	0	0	13	13	19
Aug 28	103	Aug 24	Aug 4	Aug 24	3	3	6	6	0	0	0
Aug 31	004	Aug 25	Aug 25	Aug 25	1	1	1	1	1	1	22
Sept 15	005	Sept 08	Aug 26	Sept 4	8	8	8	8	8	8	10
Sept 30	006	Sept 17	Sept 07	Sept 16	7	7	7	8/7	8/7	8/7	12
Oct 15	007	Oct 01	Sept 17	Sept 30	10	10	10	10	10	10	14
Oct 29	008	Oct 12	Oct 1	Oct 09	7	7	7	7	7	7	9
Nov 10	009	Oct 26	Oct 12	Oct 23	10	10	10	10	10	10	14
Nov 24	010	Nov 10	Oct 26	Nov 06	10	10	10	10	10	10	14
Dec 09	011	Nov 24	Nov 09	Nov 20	9	9	9	10/9	10/9	10/9	14
Dec 18	012	Dec 07	Nov 23	Dec 04	7	7	7	8/7	8/7	8/7	14
Jan 15	013	Jan 04	Dec 07	Dec 31	10	10	10	10	10	13/18	27
Jan 29	014	Jan 14	Jan 01	Jan 13	8	8	8	9/8	9/8	8	13
Feb 12	015	Jan 27	Jan 14	Jan 26	8	8	8	9/8	9/8	9/8	13
Feb 26	016	Feb 11	Jan 27	Feb 10	11	11	11	11	11	11	15
Mar 15	017	Feb 25	Feb 11	Feb 24	9	9	9	10/9	10/9	10/9	14
Mar 26	018	Mar 12	Feb 25	Mar 11	11	11	11	11	11	11	15
April 15	019	April 05	Mar 12	Mar 26	11	11	11	11	11	11	15
April 30	020	April 13	Mar 29	April 12	6	6	6	6	6	9/10	15
May 15	021	April 27	April 13	April 26	10	10	10	10	10	10	14
May 28	022	May 17	April 27	May 14	14	14	14	14	14	14	19
June 10	023	May 27	May 17	May 25	7	7	7	7	7	7	11
June 17	024*	—	May 26	May 26	1	1	1	1	1	-----	-----
June 24	025*	—	May 27	May 27	1	1	1	1	1	-----	-----
June 30	026	June 14	May 26	June 10	1	4	6	8/14	21/21	39/40	37
Year End	027	June 30	June 15	June 30	Year End Payroll Documents/Absences Only						
	Total				180	183	188	196	216/210	248/250	365

* Runs 24 and 25 are for 9, 10, & 11 month employees only. Payroll checks for Runs 24 & 25 will be given out on the June 30th pay date. Employees with Direct Deposit will have deposits made on the respective pay dates for Run 24 & 25.

Employee Holidays for SY 2009-2010

9-10 Month/SFS Non-Instr.	10-11 Mo. Instructional	11-Month Non-Instruct.	12-Month/248 days	12-Month/250 days
September 07	September *07	September 07	September 07	September 07
Nov. 11, 25,26,27	Nov. *11,*25,26,27	Nov. 11, 25,26,27	Nov. 11, 25,26,27	Nov. 11, 25,26,27
Dec. 21-31	Dec. 21-31	Dec. 21-31	Dec. 22,23,24,25,30,31	Dec. 25
January 01, & January 18	January * 01 & January *18	January 01 & January 18	January 01 & January18	January 01 & January 18
February 15	February *15	February 15	February 15	February 15
March 29-31	March 29-31	March 29-31		
April 01-02	April 01-02	April 01-02	April 01-02	April 02
May 31	May 31	May 31	May 31	May 31

* Teacher Paid Holidays

Employment Dates

Classification	# of Workdays	Beginning Dates	Ending Dates	Calendar #
Elected Officials	365	July 01, 2009	June 30, 2010	#01
12 Month (Panther) 7.5 hrs.	250	July 01, 2009	June 30, 2010	#02
12 Month 8.0 hrs/7.5hrs.	248	July 01, 2009	June 30, 2010	#03
11 month (Instructional & Curriculum Coordinators, Counselors) 7.5 hrs.	216	August 03, 2009 8/3,4,5, (10 hrs) 8/6 (7.5 hrs) 8/10,11,12 (10 hrs) 8/13 (7.5 hrs)	June 22, 2010 6/7,8,9,10 (10 hrs) 6/14,15,16,17 (10 hrs) 6/21 (10 hrs) 6/22 (7.5 hrs)	#04
11 Month (Non-instructional & Data Clerks) 8 hrs.	210	August 03, 2009 8/3,4,5,6 - (10hrs) 8/10,11,12,13 - (10hrs)	June 23, 2010 6/7,8,9,10 - (10hrs) 6/14,15,16,17 - (10hrs) 6/21,22 - (10hrs) 6/23 - (2.5hrs)	#05
10 Month (Instructional) 7.5 hrs.	196	August 17, 2009	June 9, 2010	#06
10 Month (Non-Instructional) Family Resource/EDEP Specialist/Truancy 7 hrs.	196	August 17, 2009	June 21, 2010 6/10 - (7hrs) 6/14,15,16,17 - (7hrs) 6/21 - (7hrs)	#07
SFS Manage 8 hrs.	188*	August 17, 2009	June 8, 2010	#08
SFS Assistants Hours Vary	183*	August 21, 2009	June 7, 2010	#08
9 Month 7 hrs. or less	180	August 24, 2009	June 4, 2010	#09
9 Month Health Services 7 hrs.	183	August 20, 2009	June 7, 2010	#10

* In-service Day for all S.F.S. employees will be October 30, 2009.