

Berwick Area School District
Employee Timesheet Schedule/Deadlines for Bi-Weekly Pay Periods
FY 2018-2019

Start Date	End Date	Time Sheet Due By	Pay Date	Notes
06/18/18	06/29/18	06/25/18	07/12/18	Early submission due to holiday
07/02/18	07/13/18	07/16/18	07/26/18	
07/16/18	07/27/18	07/30/18	08/09/18	
07/30/18	08/10/18	08/13/18	08/23/18	
08/13/18	08/24/18	08/27/18	09/06/18	
08/27/18	09/07/18	09/10/18	09/20/18	
09/10/18	09/21/18	09/24/18	10/04/18	
09/24/18	10/05/18	10/08/18	10/18/18	
10/08/18	10/19/18	10/22/18	11/01/18	
10/22/18	11/02/18	11/05/18	11/15/18	
11/05/18	11/16/18	11/19/18	11/29/18	
11/19/18	11/30/18	12/03/18	12/13/18	
12/03/18	12/14/18	12/17/18	12/27/18	Checks sent to schools 12/21
12/17/18	12/28/18	12/21/18	01/10/19	Early submission due to holiday
12/31/18	01/11/19	01/14/19	01/24/19	
01/14/19	01/25/19	01/28/19	02/07/19	
01/28/19	02/08/19	02/11/19	02/21/19	
02/11/19	02/22/19	02/25/19	03/07/19	
02/25/19	03/08/19	03/11/19	03/21/19	
03/11/19	03/22/19	03/25/19	04/04/19	
03/25/19	04/05/19	04/08/19	04/18/19	Checks sent to schools 4/7
04/08/19	04/19/19	04/22/19	05/02/19	
04/22/19	05/03/19	05/06/19	05/16/19	
05/06/19	05/17/19	05/20/19	05/30/19	
05/20/19	05/31/19	06/03/19	06/13/19	Checks mailed to Professionals & PT Employees 6/12
06/03/19	06/14/19	06/17/19	06/27/19	Checks mailed to Professionals & PT Employees 6/26
06/17/19	06/28/19	06/24/19	07/11/19	Early submission due to holiday Checks mailed to Professionals & PT Employees 7/10

Please turn in timesheets to Payroll by 9 am.

Payroll reserves the right to return incomplete/unsigned timesheets for completion.

Note: Please adhere to the payroll schedule. Late timesheets will be processed the following pay cycle.

DO NOT HOLD TIME CARDS. The District is assessed penalties and interest for late payroll reporting to retirement.