

Payroll Service Reports for 2011/2012 School Year Revised for Tropical Storm Lee

Please use the following schedule to submit service reports. Schools must inform their Staff Accountant if they will be late when submitting their payroll

If you have any questions concerning this matter, please contact the staff accountant responsible for your school.

This calendar is created assuming a 4 day summer work schedule will be approved for 12 month employees for summer 2012

Employees must work the days as specified on this calendar. Local Schools are not authorized to change dates.

PAY PERIOD Overtime calculated weekly (Sunday - Saturday)	SERVICE REPORT DUE DATE	PAYROLL CHECK DATE	12 Month Employees	10 Month Counselors and Supervisors	10 Month Teachers and 10 Month Office Aides	9 Mo. Teachers and 9 Mo. Aides, 9 Mo Occup Therapists, and Sign Lang Int	10 Month Band Dir.	9 1/2 Mo Band Dir.	10 Mon Psychometri st	9 1/2 Mo Office Aides and 9 1/2 Mo. Custodians and Nurses	10 Mo CNP Area Specialist	Lunchroom Managers	Lunchroom Assistant Managers	Lunch room Workers	Bus Drivers and Bus Aides	Nine Month Nurses	
			Jul 1, 11 Jun 30, 12	Jul 25, 11 *Jun 14, 12	Jul 25, 11 Jun 6, 12	Aug 10, 11 May 30, 12	Jul 1, 11 May 30, 12	Jul 1, 11 May 30, 12	Aug 2, 11 *Jun 14, 12	Aug 2, 11 Jun 6, 12	July 28, 11 Jun 11, 12	Aug 10, 11 May 30, 12	Aug 10, 11 May 30, 12	Aug 11, 11 May 25, 12	Aug 1, 11 May 24, 12	Aug 11, 11 May 24, 12	
6/16/11 - 7/9/11	7/12/11	Tue	7/28/11	15 (7)													
7/10/11 - 8/6/11	8/9/11	Tue	8/31/11	20 (7)													
8/7/11 - 9/3/11	9/6/11	Tue	9/30/11	20	28	28	18	38 (1)	28 (2)	23	23	25	18	18	17	16.5	17
9/4/11 - 10/8/11	10/11/11	Tue	10/31/11	24	23	23	23	23	23	23	23	23.25	23.25	23	23	23	23
10/9/11 - 11/5/11	11/7/11	Mon	11/30/11	20	20	20	20	20	20	20	20	20	20	20	20	20	20
11/6/11 - 12/3/11	12/5/11	Mon	12/28/11	16	16	16	16	16	16	16	16	16.25	16.25	16	16	16	16
12/4/11 - 1/7/12	1/10/12	Tue	1/31/12	18	16	16	16	16	16	16	16	16	16	16	16	15	15
1/8/12 - 2/4/12	2/7/12	Tue	2/29/12	19	19	19	19	19	19	19	19	19	19	19	19	19	19
2/5/12 - 3/3/12	3/6/12	Tue	3/30/12	19	19	19	19	19	19	19	19	19.25	19.25	19	19	19	19
3/4/12 - 4/7/12	4/10/12	Tue	4/30/12	22	20	20	20	20	20	20	20	20	20	20	20	20	20
4/8/12 - 5/5/12	5/8/12	Tue	5/31/12	19	19	19	19	19	19	19	19	19	19	19	19	19	19
5/6/12 - 6/14/12	6/18/12	Mon	6/28/12	28	27	22	17	17	17	27	22	24.25 (4)	18.25 (5)	17	15	15.5	14
Days in Contract				240	207	202	187	207	197	202	197	202	189	187	184	183	182

(8) (9)

(10) (3)

(6) (11)

- (1) 10 Month Band Directors must work a total of 20 days between July 1st and August 9th - EXCLUDING WEEKENDS AND HOLIDAYS
- (2) 9 1/2 Band Directors must work a total of 10 days between July 1st and August 9th - EXCLUDING WEEKENDS AND HOLIDAYS
- (3) 9 1/2 Month Office Aides and 9 1/2 Month Custodians includes an extra 10 days (5 days before 9 Month Teachers report to work & 5 days after the last day for 9 Month Teachers)
- (4) 10 Month CNP Specialists begin work 7 days before 9 Month Teachers and work 7 days after the last day for 9 Month Teachers. They will also attend 4 Managers meetings held in P/R months: October 2011, November 2011, March 2012, and June 2012
- (5) Lunchroom Managers includes 1 additional day for state summer conference. That day if not worked will be docked on Aug 2012 payroll. They will also attend 4 Managers meetings held in P/R months: October 2011, November 2011, March 2012, and June 2012
- (6) Bus Drivers will complete three additional days at discretion of the Transportation department, 1 1/2 days prior to beginning of School (1/2 day for bus pickup Aug 1 - 3, 2011, and one day on Aug 8, 2011 for Orientation) and 1 1/2 days during the school year, to be turned in on July 2012 payroll. Those days not worked will be docked on the July 2012 payroll
- (7) 12 Month Employees will be working a four day summer workweek and summer hours during approved 2011 summer work schedule. Each day of work will represent 1.25 work days.
- (8) The first contract day for 10 Month employees (excluding Band Directors, CNP Specialists, and Psychometrists) is Monday, July 25, 2011. Friday, July 29th and August 5th, 2011 are NOT work days.
- (9) 10 Month Counselors and Supervisors must work until June 13, 2012 to complete 207 workdays in their contract. Friday, June 8, 2012 will NOT be a workday. These dates are subject to revision depending on the board's approval of the four day workweek for 2012.
- (10) The first contract day for 10 Month Psychometrists is Tuesday, August 2, 2011. Friday, August 5th, 2011 is NOT a work day. Psychometrists will work 10 days after 9 Month Teachers last day. These dates are subject to revision depending on the board's approval of the four day work schedule for 2012.
- (11) Nine Month School Nurses report to work two days before students first day

MAKE UP DAY FOR PINSON VALLEY HIGH SCHOOL 12 MONTH EMPLOYEES HAS NOT BEEN DETERMINED AT THIS TIME

Please use fax # 379-2307 when faxing to the payroll department.