

**JACKSON BOARD OF EDUCATION
PAYROLL SCHEDULE
2018-2019**

To: **All Employees**
From: Payroll Department
Date: May 2018

Please note the following payroll dates for the 2018 - 2019 school year:

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|---------------------------------------|-----------------------------------|
| * Friday, July 06, 2018 | Friday, January 04, 2019 |
| * Thursday, July 19, 2018 | Friday, January 18, 2019 |
| * Thursday, August 02, 2018 | Friday, February 01, 2019 |
| * Thursday, August 16, 2018 | Friday, February 15, 2019 |
| • Friday, August 31, 2018 | Friday, March 01, 2019 |
| • Thursday, September 06, 2018 | Friday, March 15, 2019 |
| • Friday, September 14, 2018 | Friday, March 29, 2019 |
| Friday, September 28, 2018 | Friday, April 12, 2019 |
| Friday, October 12, 2018 | • Thursday, April 18, 2019 |
| Friday, October 26, 2018 | Friday, May 10, 2019 |
| • Wednesday, November 07, 2018 | Friday, May 24, 2019 |
| • Wednesday, November 21, 2018 | Friday, June 07, 2019 |
| • Friday, December 07, 2018 | • Wednesday, June 19, 2019 |
| • Friday, December 21, 2018 | • Friday, June 21, 2019 |

* **July and August - Summer Payroll Schedule (Regular and Summer Pay Option)**

- **8/31/18** Regular payroll for ALL 12 Month Employees and all extra
- **9/6/18** Regular payroll for ALL 10 Month Employees
- **9/14/18** Regular payroll for ALL 12 Month Employees
- **11/07/18** ALL pay will be released on the last day before NJEA Convention
- **11/21/18** ALL pay will be released on the last day before Thanksgiving Holiday
- **12/21/18** ALL pay will be released on the last day before Winter Break
- **4/18/19** ALL pay will be released on the last day before Spring Break
- **6/19/19** Tentative last day of school and pay release for ALL 10 Month Employees and all extra pay
Payroll statements will be dated the last day of school
- **6/21/19** Regular payroll for ALL 12 Month Employees and all extra pay

SUMMER PAY INFORMATION

If you would like to participate in the Summer Pay Option for the next school year, please email the Payroll Department at payroll@jacksonsd.org for the required form as soon as possible.

PLEASE NOTE: EMPLOYEES WHO RECEIVED A REFUND OF THEIR SUMMER PAY OPTION AT ANY TIME PRIOR TO JULY 1ST, WILL HAVE TO COMPLETE A NEW FORM IN ORDER TO RESTART THE DEDUCTION FOR THE NEW SCHOOL YEAR.

ALL OTHER EMPLOYEES CURRENTLY ENROLLED IN SUMMER PAY WILL CONTINUE AS USUAL.

If you wish to cancel your Summer Pay Option for the next school year, send a written request to the Payroll Office.



Have a great summer