

**JACKSON BOARD OF EDUCATION
PAYROLL SCHEDULE
2019-2020**

To: **All Employees**
From: Payroll Department
Date: April 2019

Please note the following payroll dates for the 2019 - 2020 school year:

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|---------------------------------------|----------------------------------|
| * Friday, July 05, 2019 | Friday, January 03, 2020 |
| * Thursday, July 18, 2019 | Friday, January 17, 2020 |
| * Thursday, August 01, 2019 | Friday, January 31, 2020 |
| * Thursday, August 15, 2019 | Friday, February 14, 2020 |
| • Friday, August 30, 2019 | Friday, February 28, 2020 |
| • Thursday, September 05, 2019 | Friday, March 13, 2020 |
| • Friday, September 13, 2019 | Friday, March 27, 2020 |
| Friday, September 27, 2019 | Wednesday, April 08, 2020 |
| Friday, October 11, 2019 | • Friday, April 24, 2020 |
| Friday, October 25, 2019 | Friday, May 08, 2020 |
| • Wednesday, November 06, 2019 | Friday, May 22, 2020 |
| • Friday, November 22, 2019 | Friday, June 05, 2020 |
| • Friday, December 06, 2019 | • Friday, June 19, 2020 |
| • Friday, December 20, 2019 | • Thursday, July 02, 2020 |

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

- **8/30/19** Free ride : 12 Month Employees
- **9/5/19** Free ride: 10 Month Employees
- **11/06/19** All pay will be released on the last day before NJEA Convention
- **11/22/19** All pay will be released on the last day before Thanksgiving Holiday
- **12/20/19** All pay will be released on the last day before Winter Break
- **01/31/20** Free ride: 10 and 12 Month Employees
- **4/8/20** All pay will be released on the last day before Spring Break
- **6/19/20** 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
- **6/19/20** Regular payroll for ALL 10 and 12 Month Employees and all extra pay

Voucher for extra pay must be submitted on time and if it is possible the same day of the service.

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

