

Biweekly Payroll

FY 2018-2019

Note: These deadlines are for forms due to the accounting department. If you are completing forms that require the personnel director's signature, please allow sufficient time for the personnel department to process these forms and forward to accounting.

Two week pay period covered Sunday-Saturday	Changes & time sheets due to accounting office	To be effective on pay day	Deduct insurance for month of	Days since last pay day
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22. June 3-16	Monday, June 18	Friday, June 29		14
23. June 17-30	Monday, July 2	Friday, July 13	July	14
24. July 1-14	Monday, July 16	Friday, July 27		14
25. July 15-28	Monday, July 30	Friday, Aug.10	August	14
26. July 29-Aug. 11	Monday, Aug. 13	Friday, Aug.24		14

First check of new year for nine month employees

1. Aug. 12-25	Monday, Aug.27	Friday, Sept.7	September	14
2. Aug. 26-Sept. 8	Monday, Sept.10	Friday, Sept.21		14
3. Sept. 9-22	Monday, Sept.24	Friday, Oct.5	October	14
4. Sept. 23-Oct. 6	Monday, Oct.8	Friday, Oct.19		14
5. Oct. 7-20	Monday, Oct.22	Friday, Nov.2	November	14
6. Oct. 21-Nov. 3	Monday, Nov.5	Friday, Nov.16		14
7. Nov. 4-17	Monday, Nov.19	Friday, Nov.30	December	14
8. Nov. 18-Dec. 1	Monday, Dec.3	Friday, Dec.14		14
9. Dec. 2-15	Monday, Dec.17	Wednesday, Jan.2	January	19
10. Dec. 16-29	Monday, Dec.31	Friday, Jan.11		9
11. Dec.30-Jan 12	Monday, Jan.14	Friday, Jan.25		14
12. Jan. 13-26	Monday, Jan. 28	Friday, Feb.8	February	14
13. Jan.27-Feb. 9	Monday, Feb.11	Friday, Feb.22		14
14. Feb. 10-23	Monday, Feb. 25	Friday, Mar.8	March	14
15. Feb. 24-March 9	Monday, March 11	Friday, Mar.22		14
16. March 10-23	Monday, March 25	Friday, April 5	April	14
17. Mar. 24-April 6	Monday, April 8	Friday, April 19 *		14
18. April 7-20	Monday, April 22	Friday, May 3		14
19. Apr. 21-May 4	Monday, May 6	Friday, May 17	May	14
20. May 5-18	Monday, May 20	Friday, May 31 *		14
21. May 19-June 1	Monday, June 3	Friday, June 14	June	14
22. June 2-15	Monday, June 17	Friday, June 28		14
23. June 16-29	Monday, July 1	Friday, July 12	July	14
24. Jun 30-July 13	Monday, July 15	Friday, July 26		14
25. July 14-27	Monday, July 29	Friday, Aug.9	August	14
26. July 28-Aug. 10	Monday, Aug.12	Friday, Aug.23		14

Spring break - mail checks

1/2 day - mail checks

All checks to be mailed will be taken to the Lancaster Post Office by 12 noon two workdays before payday.

**Lancaster County School District
Lancaster, South Carolina**