

ROCHESTER CITY SCHOOL DISTRICT 2019-2020 PAYROLL SCHEDULE

Time Administration Schedule (refer to Approval Period column for dates): 5:40AM and 12:00PM – it takes approximately three (3) hours to complete.
Please Refrain from approving time and/or making changes while the process is running.

Legend: Monday = M Tuesday = T Wednesday = W Thursday = R Friday = F

Pay Period	Pay Date Friday unless otherwise noted	Period Covered Lag Payroll CSS, C12, THP, TSP AND ABSENCES FOR ALL PAY GROUPS	Period Covered Paid to Date Payroll CPD and T12 (Excludes Teacher Payroll)	Employee Time Entry Deadline *4:00PM*	Deadline for Other Pay Requests 4:00PM	Timekeeper (and/or Additional Approver) Review of Payroll	Approval Period (see Time Administration Schedule Above) BEGIN DATE – END DATE by 4:00PM
1	07/05/19	06/09/19 – 06/22/19	06/23/19 – 07/06/19	06/21/19	06/21/19	06/21/19	06/24/19 – 06/25/19
2	07/19/19	06/23/19 – 07/06/19	07/07/19 – 07/20/19	07/05/19	07/05/19	07/05/19	07/08/19 – 07/09/19
3	08/02/19	07/07/19 – 07/20/19	07/21/19 – 08/03/19	07/19/19	07/19/19	07/19/19	07/22/19 – 07/23/19
4	08/16/19	07/21/19 – 08/03/19	08/04/19 – 08/17/19	08/02/19	08/02/19	08/02/19	08/05/19 – 08/06/19
5	08/30/19	08/04/19 – 08/17/19	08/18/19 – 08/31/19	08/16/19	08/16/19	08/16/19	08/19/19 – 08/20/19
6	09/13/19	08/18/19 – 08/31/19	09/01/19 – 09/14/19	08/29/19 R	08/29/19 R	08/29/19 R	08/30/19 – 09/03/19
7	09/27/19	09/01/19 – 09/14/19	09/15/19 – 09/28/19	09/13/19	09/13/19	09/13/19	09/16/19 – 09/17/19
8	10/11/19	09/15/19 – 09/28/19	09/29/19 – 10/12/19	09/27/19	09/27/19	09/27/19	09/30/19 – 10/01/19
9	10/25/19	09/29/19 – 10/12/19	10/13/19 – 10/26/19	10/10/19 R	10/10/19 R	10/10/19 R	10/11/19 – 10/15/19
10	11/08/19	10/13/19 – 10/26/19	10/27/19 – 11/09/19	10/25/19	10/25/19	10/25/19	10/28/19 – 10/29/19
11	11/22/19	10/27/19 – 11/09/19	11/10/19 – 11/23/19	11/07/19 R	11/07/19 R	11/07/19 R	11/08/19 – 11/12/19
12	12/06/19	11/10/19 – 11/23/19	11/24/19 – 12/07/19	11/20/19 W	11/20/19 W	11/20/19 W	11/21/19 – 11/22/19
13	12/20/19	11/24/19 – 12/07/19	12/08/19 – 12/21/19	12/06/19	12/06/19	12/06/19	12/09/19 – 12/10/19
14	01/03/20	12/08/19 – 12/21/19	12/22/19 – 01/04/20	12/18/19 W	12/18/19 W	12/18/19 W	12/19/19 – 12/20/19
15	01/17/20	12/22/19 – 01/04/20	01/05/20 – 01/18/20	01/03/20	01/03/20	01/03/20	01/06/20 – 01/07/20
16	01/31/20	01/05/20 – 01/18/20	01/19/20 – 02/01/20	01/16/20 R	01/16/20 R	01/16/20 R	01/17/20 – 01/21/20
17	02/14/20	01/19/20 – 02/01/20	02/02/20 – 02/15/20	01/31/20	01/31/20	01/31/20	02/03/20 – 02/04/20
18	02/28/20	02/02/20 – 02/15/20	02/16/20 – 02/29/20	02/13/20 R	02/13/20 R	02/13/20 R	02/14/20 – 02/18/20
19	03/13/20	02/16/20 – 02/29/20	03/01/20 – 03/14/20	02/28/20	02/28/20	02/28/20	03/02/20 – 03/03/20
20	03/27/20	03/01/20 – 03/14/20	03/15/20 – 03/28/20	03/13/20	03/13/20	03/13/20	03/16/19 – 03/17/20
21	04/09/20 R	03/15/20 – 03/28/20	03/29/20 – 04/11/20	03/27/20	03/27/20	03/27/20	03/30/20 – 03/31/20
22	04/24/20	03/29/20 – 04/11/20	04/12/20 – 04/25/20	04/09/20 R	04/09/20 R	04/09/20 R	04/13/20 – 04/14/20
23	05/08/20	04/12/20 – 04/25/20	04/26/20 – 05/09/20	04/24/20	04/24/20	04/24/20	04/27/20 – 04/28/20
24	05/22/20	04/26/20 – 05/09/20	05/10/20 – 05/23/20	05/08/20	05/08/20	05/08/20	05/11/20 – 05/12/20
25	06/05/20	05/10/20 – 05/23/20	05/24/20 – 06/06/20	05/21/20 R	05/21/20 R	05/21/20 R	05/22/20 – 05/26/20
26	06/19/20	05/24/20 – 06/06/20	06/07/20 – 06/20/20	06/05/20	06/05/20	06/05/20	06/08/20 – 06/09/20

***Employee Time Entry Deadline:** We strongly recommend employees enter their time as early as possible so the Timekeeper and/or Additional Approver can review the payroll for accuracy and completeness.

NEW for 2019-20: Effective July 01, 2019, Timekeepers, Additional Approvers and Managers have access during the Approval Period dates to enter time up to (3) prior payroll periods (includes the current payroll being processed) therefore Payroll will only accept manual timesheets that are greater than (3) prior payroll periods.

Other Pay Requests: Other pay requests include but are not limited to: Direct deposit set up/cancellations, 403(b) SRA's (submitted to the OMNI Group), 457plan deduction (submitted to NYSDCP), Tuition Reimbursement, Federal and/or State tax withholding, Vacation Cash in and Stipends.