

**SCOTT COUNTY SCHOOLS
2015-2016 PAY DATE SCHEDULE**

**Weeks in
Pay**

<u>Period</u>	<u>Pay Period</u>		<u>Pay Date</u>
		Base Only	July 10, 2015
School Year Employees Contract Pay (23rd of 24 Payments)			July 10, 2015
School Year Employees Final Pay FY2015 Contract			July 24, 2015
1	7/1 - 7/5		July 24, 2015
2	7/6 - 7/19		August 10, 2015
First Pay for School Year Employees			August 11, 2015
2	7/20 - 8/2		August 25, 2015
2	8/3 - 8/16		September 10, 2015*
2	8/17 - 8/30		September 25, 2015
2	8/31 - 9/13		October 9, 2015
2	9/14 - 9/27		October 23, 2015
3	9/28 - 10/18		November 10, 2015
2	10/19 - 11/1		November 25, 2015
2	11/2 - 11/15		December 10, 2015
2	11/16 - 11/29		December 22, 2015
2	11/30 - 12/13		January 8, 2016
3	12/14 - 1/3		January 25, 2016
2	1/4 - 1/17		February 10, 2016
2	1/18 - 1/31		February 25, 2016
2	2/1 - 2/14		March 10, 2016
2	2/15 - 2/28		March 25, 2016
2	2/29 - 3/13		April 8, 2016
2	3/14 - 3/27		April 25, 2016
3	3/28 - 4/17		May 10, 2016
2	4/18 - 5/1		May 25, 2016**
2	5/2 - 5/15		June 10, 2016
3	5/16 - 6/5		June 24, 2016
3	6/6 - 6/30	Hourly, ROT OVT Only	July 8, 2016
School Year Employees Contract Pay (23rd of 24 Payments)			July 8, 2016
School Year Employees Final Pay FY2016 Contract			July 25, 2016

Reports Due Each Monday for Previous Week

* First pay day for substitutes, co-op students and hourly employees

** School year employees have until May 26, 2016 to request, in writing to the Director of Business & Finance, to have remaining salary paid in accordance with KRS 160.291(1)

WHAT DOES THE PAY PERIOD REPRESENT?

For any employee paid on an hourly basis (classified employees who averages less than 80 hours per month; temporary part-time employees; substitute employees; ESS, etc.) the period of time upon which an employee's pay check is calculated for the corresponding pay date.

Also, the time period that adjustments are made for dock time, sick, emergency or personal leave for that pay date.

Employees contracted for less than 220 days are classified as "school year employees" for pay purposes.

CERTIFIED EMPLOYEES:

All certified salaries are paid in accordance with the attached schedule and are calculated by dividing your annual contract by 24. Your pay should remain the same each time unless you have extra time (ESS, Stipend, etc.) or deductions due to dock time.

CLASSIFIED EMPLOYEES:

Classified personnel who work less than 260 days per year and average 80 hours or more per month are paid 1 / 24 of your annual salary each pay day. Any overtime or dock time is added/deducted from your pay, according to the pay period schedule on the front of this sheet.

Any classified employee who averages less than 80 hours per month are paid hourly, according to the pay period schedule on the front of this sheet.

~ School year employees have until May 26, 2016 to request, in writing to the Director of Business and Finance, to have remaining salary paid in accordance with KRS 160.291(1).

RESIGNATION/TERMINATION:

If an employee resigns or is terminated prior to the end of their contract, their final payroll payment will be issued by check instead of direct deposit.