

Powell County Board of Education

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Dr. Anthony Orr-Superintendent

BOARD OF EDUCATION

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The mission of the Powell County School system is commitment to preparing and inspiring ALL students to be life-long learners who are self-sufficient, responsible and productive members of our community.

MEMORANDUM

TO: Principals, Asst. Principals, Supervisors, Secretaries/Bookkeepers, and Employees Who Turn in Timesheets
FROM: Ida Bowen, Payroll Officer
SUBJECT: Payroll Dates and When to Turn in Timesheets, Absence, and COT forms
DATE: July 11, 2018

Employees that work on a timesheet basis will be paid on a semi-monthly schedule. The pay schedule and dates to turn in timesheets, absence sheets, and COT forms are as follows:

<u>DATE OF PAYROLL</u>	<u>TIMESHEET DUE</u>	<u>ABSENCE and COT</u>
08-15-18	NONE DUE	08-06-18
08-30-18	08-20-18	08-20-18
09-13-18	09-04-18	09-04-18
09-28-18	09-17-18	09-17-18
10-15-18	10-01-18	10-01-18
10-30-18	10-15-18	10-15-18
11-15-18	11-05-18	11-05-18
11-30-18	11-19-18	11-19-18
12-14-18	12-03-18	12-03-18
12-28-18	12-17-18	12-17-18
01-15-19	01-07-19	01-07-19
01-30-19	01-21-19	01-21-19
02-15-19	02-04-19	02-04-19
02-28-19	02-18-19	02-18-19
03-15-19	03-04-19	03-04-19
03-29-19	03-18-19	03-18-19
04-15-19	04-01-19	04-01-19
04-30-19	04-15-19	04-15-19
05-15-19	05-06-19	05-06-19
05-30-19	05-20-19	05-20-19

Dates are subject to change due to snow days. Due to the limited amount of time for payroll processing, **it is of the utmost importance that you turn in your timesheet ON the date that is listed on this form and on the top right hand corner of your timesheet.** If it is not received in Central Office on that date, you will have to wait until the next scheduled pay date in order to be paid.