

Okeechobee County School Board 2016-2017 Payroll Schedules

196 Day

Teacher - Pay Code TEA01

Interpreter/Paraprofessional - Pay Code PARA5

Payroll Dates	No. Days	Edits Run at 10 am	Checks Issued	Remaining Checks
08/03 - 08/03	1	08/03	08/15	24
08/04 - 08/12	7	08/12	08/31	23
08/15 - 08/26	10	08/26	09/15	22
08/29 - 09/09	10 (9/5)	09/09	09/30	21
09/12 - 09/23	10	09/23	10/14	20
09/26 - 10/07	10	10/07	10/31	19
10/10 - 10/21	10	10/21	11/15	18
10/24 - 11/04	10	11/04	11/30	17
11/07 - 11/18	10	11/18	12/15	16
11/21 - 12/02	6 (11/24)	12/02	12/16	15
12/05 - 01/06	16 (12/26,01/02)	12/16	01/13	14
01/09 - 01/20	10 (01/16)	01/20	01/31	13
01/23 - 02/03	10	02/03	02/15	12
02/06 - 02/17	10	02/17	02/28	11
02/20 - 03/03	9	03/03	03/10	10
03/06 - 03/17	5	03/17	03/31	9
03/20 - 03/31	10	03/31	04/13	8
04/03 - 04/14	9	04/14	04/28	7
04/17 - 04/28	10	04/28	05/15	4
05/01 - 05/12	10	05/12	05/31	2
05/15 - 05/31	13 (05/29)	06/02	06/15	1
Total:	196 Days			

Payroll Processing Schedule

- Verify time-off entries are entered as they are used - Personal, Vacation and Temporary Duty must be entered prior to the date requesting, and Sick should be entered the day of or the day returning.
- Substitutes must be entered daily, as they are used.
- **All time off entries must be completed before 10am of the date reflected on the Pay Schedule.**
 - The only entries left to be made on this date should be for the day. All other entries should already be completed.
- Payroll Edits will be run beginning at 10am and will be available for pickup, no later than noon the same day.
- **Payroll Edits are to be verified, corrected and returned to the Payroll Department by the end of the following day.**