

**OKALOOSA COUNTY SCHOOL BOARD
TEMPORARY PERSONNEL
PAYROLL CALENDAR
FISCAL YEAR 2018-2019**

DATES	TOTAL DAYS	PAYROLL DUE DATE
July 2 - July 11	7	July 16
July 12 - August 8	20	August 17
August 9 - September 6	20	September 13
September 7 - October 3	19	October 16
October 4 - October 31	20	November 8
November 1 - November 30	16	December 5
December 3 - January 10	20	January 15
January 11 - February 7	19	February 12
February 8 - March 7	19	March 8
March 8 - April 9	23	April 15
April 10 - May 10	23	May 15
May 13 - June 28	<u>34</u>	June 12
	240	

NON-DUTY DAYS - DO NOT REPORT

July 4.....	Independence Day.....	1 Day
September 3.....	Labor Day.....	1 Day
November 12.....	Veteran's Day.....	1 Day
November 19-23.....	Thanksgiving.....	5 Days
December 24-Jan 3.....	Winter Break	9 Days
January 21.....	M.L. King, Jr. Birthday.....	1 Day
February 18	Presidents' Day	1 Day
May 27.....	Memorial Day.....	1 Day

The following personnel will be reported in accordance with this Payroll calendar:

Pay Types: 104,179

- 1. Adult Education Instructors
- 2. All Temporary Personnel (exception: teachers)
- 3. Substitute 12 month Personnel

Please report personnel for actual time worked during each payroll period. This may vary from total days above according to type of employee (i.e. 9,10, or 12 month)

Checks will be issued on the last working day of each month.

NOTE: December checks issued on December 19
June checks issued on June 26