

**DENVER PUBLIC SCHOOLS  
INTER-OFFICE COMMUNICATION**

**TO:** Principals and Department Heads  
Secretaries

**FROM:** Kathleen Masteller, Manager of Payroll and Business Services

**DATE:** July 17, 2008

**SUBJECT:** Payroll Time and Attendance Schedules

Listed below are the payroll schedules for the 2008/2009 school year. **Please ensure all payrolls are entered and approved by the end of the last day of the entry time line.**

**Schools/Department Payrolls**

Payday	Pay Period	Exception Reporting	Entry Time Lines
08/29/08	08/01/08 - 08/31//08	07/15/08 – 08/14/08	08/15/08 – 08/18/08
09/30/08	09/01/08 - 09/30//08	08/15/08 - 09/14/08	09/15/08 - 09/16/08
10/31/08	10/01/08 - 10/31//08	09/15/08 - 10/14/08	10/15/08 - 10/16/08
11/28/08	11/01/08 - 11/30/08	10/15/08 - 11/14/08	11/14/08 - 11/17/08
12/31/08	12/01/08 - 12/31/08	11/15/08 - 12/14/08	12/15/08 - 12/16/08
01/30/09	01/01/09 - 01/31/09	12/15/08 - 01/14/09	01/15/09 - 01/16/09
02/27/09	02/01/09 - 02/28/09	01/15/09 - 02/14/09	02/17/09 - 02/18/09
03/31/09	03/01/09 - 03/31/09	02/15/09 - 03/14/09	03/13/09 - 03/16/09
04/30/09	04/01/09 - 04/30/09	03/15/09 - 04/14/09	04/15/09 - 04/16/09
05/29/09	05/01/09 - 05/31/09	04/15/09 - 05/14/09	05/15/09 - 05/18/09
06/30/09	06/01/09 - 06/30/09	05/15/09 - 06/14/09	06/15/09 - 06/16/09
07/31/09	07/01/09 - 07/31/09	06/15/09 - 07/14/09	07/15/09 - 07/16/09
08/31/09	08/01/09 - 08/31/09	07/15/09 - 08/14/09	08/17/09 - 08/18/09

Salaried school personnel are paid from the first to the last day of the month on the last working day of the month. However, their exceptions are reported from the 15<sup>th</sup> of the prior month to the 14<sup>th</sup> of the current month.

**Paraprofessionals**

Payday	Pay Period	Entry Time Lines
08/29/08	07/15/08 – 08/14/08	08/15/08 – 08/18/08
09/30/08	08/15/08 - 09/14/08	09/15/08 - 09/16/08
10/31/08	09/15/08 - 10/14/08	10/15/08 - 10/16/08
11/28/08	10/15/08 - 11/14/08	11/14/08 - 11/17/08
12/31/08	11/15/08 - 12/14/08	12/15/08 - 12/16/08
01/30/09	12/15/08 - 01/14/09	01/15/09 - 01/16/09
02/27/09	01/15/09 - 02/14/09	02/17/09 - 02/18/09
03/31/09	02/15/09 - 03/14/09	03/13/09 - 03/16/09
04/30/09	03/15/09 - 04/14/09	04/15/09 - 04/16/09
05/29/09	04/15/09 - 05/14/09	05/15/09 - 05/18/09
06/30/09	05/15/09 - 06/14/09	06/15/09 - 06/16/09
07/31/09	06/15/09 - 07/14/09	07/15/09 - 07/16/09
08/31/09	07/15/09 - 08/14/09	08/17/09 - 08/18/09

Paraprofessionals are paid for the time worked for the 15<sup>th</sup> of the prior month to the 14<sup>th</sup> of the current month on the last working day of the month.