

**DENVER PUBLIC SCHOOLS
INTER-OFFICE COMMUNICATION**

TO: Principals and Department Heads
Secretaries

FROM: Kathleen Masteller, Manager of Payroll and Business Services

DATE: July 27, 2009

SUBJECT: Payroll Time and Attendance Schedules

Listed below are the payroll schedules for the 2009/2010 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 |
|----------|----------------------|---------------------|---------------------|
| 08/31/09 | 08/01/09 - 08/31//09 | 07/15/09 - 08/14/09 | 08/17/09 - 08/18/09 |
| 09/30/09 | 09/01/09 - 09/30//09 | 08/15/09 - 09/14/09 | 09/15/09 - 09/16/09 |
| 10/30/09 | 10/01/09 - 10/31//09 | 09/15/09 - 10/14/09 | 10/15/09 - 10/16/09 |
| 11/30/09 | 11/01/09 - 11/30/09 | 10/15/09 - 11/14/09 | 11/16/09 - 11/17/09 |
| 12/31/09 | 12/01/09 - 12/31/09 | 11/15/09 - 12/14/09 | 12/14/09 - 12/15/09 |
| 01/29/10 | 01/01/10 - 01/31/10 | 12/15/09 - 01/14/10 | 01/15/10 - 01/19/10 |
| 02/26/10 | 02/01/10 - 02/28/10 | 01/15/10 - 02/14/10 | 02/12/10 - 02/16/10 |
| 03/31/10 | 03/01/10 - 03/31/10 | 02/15/10 - 03/14/10 | 03/15/10 - 03/16/10 |
| 04/30/10 | 04/01/10 - 04/30/10 | 03/15/10 - 04/14/10 | 04/15/10 - 04/16/10 |
| 05/28/10 | 05/01/10 - 05/31/10 | 04/15/10 - 05/14/10 | 05/17/10 - 05/18/10 |
| 06/30/10 | 06/01/10 - 06/30/10 | 05/15/10 - 06/14/10 | 06/15/10 - 06/16/10 |
| 07/30/10 | 07/01/10 - 07/31/10 | 06/15/10 - 07/14/10 | 07/15/10 - 07/16/10 |
| 08/31/10 | 08/01/10 - 08/31/10 | 07/15/10 - 08/14/10 | 08/16/10 - 08/17/10 |

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 15th of the prior month to the 14th of the current month.

Paraprofessionals

| Payday | Pay Period | Entry Time Lines |
|----------|---------------------|---------------------|
| 08/31/09 | 07/15/09 - 08/14/09 | 08/17/09 - 08/18/09 |
| 09/30/09 | 08/15/09 - 09/14/09 | 09/15/09 - 09/16/09 |
| 10/30/09 | 09/15/09 - 10/14/09 | 10/15/09 - 10/16/09 |
| 11/30/09 | 10/15/09 - 11/14/09 | 11/16/09 - 11/17/09 |
| 12/31/09 | 11/15/09 - 12/14/09 | 12/14/09 - 12/15/09 |
| 01/29/10 | 12/15/09 - 01/14/10 | 01/15/10 - 01/19/10 |
| 02/26/10 | 01/15/10 - 02/14/10 | 02/12/10 - 02/16/10 |
| 03/31/10 | 02/15/10 - 03/14/10 | 03/15/10 - 03/16/10 |
| 04/30/10 | 03/15/10 - 04/14/10 | 04/15/10 - 04/16/10 |
| 05/28/10 | 04/15/10 - 05/14/10 | 05/17/10 - 05/18/10 |
| 06/30/10 | 05/15/10 - 06/14/10 | 06/15/10 - 06/16/10 |
| 07/30/10 | 06/15/10 - 07/14/10 | 07/15/10 - 07/16/10 |
| 08/31/10 | 07/15/10 - 08/14/10 | 08/16/10 - 08/17/10 |

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