

**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 Schedule for Semi-monthly Personnel**

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.**

**Community Schools and Crossing Guards**

Payday	Pay Period	Entry Timelines
09/15/08	08/15/08 - 08/31/08	09/04/08 - 09/05/08
09/30/08	09/01/08 - 09/14/08	09/15/08 - 09/16/08
10/15/08	09/15/08 - 09/30/08	10/06/08 - 10/07/08
10/31/08	10/01/08 - 10/14/08	10/15/08 - 10/16/08
11/14/08	10/15/08 - 10/31/08	11/04/08 - 11/05/08
11/28/08	11/01/08 - 11/14/08	11/14/08 - 11/17/08
12/15/08	11/15/08 - 11/30/08	12/04/08 - 12/05/08
12/31/08	12/01/08 - 12/14/08	12/15/08 - 12/16/08
01/15/09	12/15/08 - 12/31/08	01/05/09 - 01/06/09
01/30/09	01/01/09 - 01/14/09	01/15/09 - 01/16/09
02/13/09	01/15/09 - 01/31/09	02/05/09 - 02/06/09
02/27/09	02/01/09 - 02/14/09	02/17/09 - 02/18/09
03/13/09	02/15/09 - 02/28/09	03/05/09 - 03/06/09
03/31/09	03/01/09 - 03/14/09	03/13/09 - 03/16/09
04/15/09	03/15/09 - 03/31/09	04/06/09 - 04/07/09
04/30/09	04/01/09 - 04/14/09	04/15/09 - 04/16/09
05/15/09	04/15/09 - 04/30/09	05/05/09 - 05/06/09
05/29/09	05/01/09 - 05/14/09	05/15/09 - 05/18/09
06/15/09	05/15/09 - 05/31/09	06/04/09 - 06/05/09
06/30/09	06/01/09 - 06/14/09	06/15/09 - 06/16/09
07/15/09	06/15/09 - 06/30/09	07/06/09 - 07/07/09
07/31/09	07/01/09 - 07/14/09	07/15/09 - 07/16/09
08/14/09	07/15/09 - 07/31/09	08/05/09 - 08/06/09
031/09	08/01/09 - 08/14/09	08/17/09 - 08/18/09

Hourly Community Schools and Crossing Guards are paid for the time worked from the 1<sup>st</sup> to the 14<sup>th</sup> of the month on the last working day of the month. Time worked from the 15<sup>th</sup> to the last day of the month is paid on the 15<sup>th</sup> of the following month.