



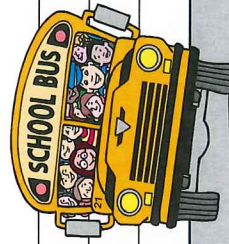
Addison Davis
Superintendent of Schools

Clay County School Board 9 Month Transportation/Adult Education

Payroll Calendars 2017-2018

Official Work Week: Sunday-Saturday

PERIOD	REM CKS	RUN #	BEGIN DATE	END DATE	DUE DATE	PAYDAY	Bus Drivers, Monitors & Fuel Assistant 8/1652017 6/6/2018 D9, H6, SI, SD, SM	NON-WORK NON-PAID DAYS	PAID HOLIDAYS	NOTES
1	21	904	* 08/15/17	08/16/17	08/23/17	08/31/17	2			
2	20	905	* 08/17/17	08/26/17	09/07/17	09/15/17	7			Insurance Deductions Begin
3	19	906	08/27/17	09/09/17	09/21/17	09/29/17	10		Labor Day 9/4/2017	
4	18	907	09/10/17	09/23/17	10/05/17	10/13/17	10			
5	17	908	09/24/17	10/07/17	10/23/17	10/31/17	10			
6	16	909	10/08/17	10/21/17	11/06/17	11/15/17	9	Planning Day 10/9/17		
7	15	910	10/22/17	11/04/17	11/15/17	11/30/17	10			
8	14	911	11/05/17	11/18/17	11/29/17	12/07/17	10		Veterans Day 11/10/17	
9	13	912	11/19/17	12/02/17	12/06/17	12/14/17	6	Thanksgiving Holiday 11/20/17 - 11/22/17, 11/24/17	Thanksgiving 11/23/17	
10	12	913	12/03/17	12/16/17	01/04/18	01/12/18	10			
11	11	914	12/17/17	01/13/18	01/23/18	01/31/18	9	Winter Break 12/18/17-12/22/17 Winter Break 12/26/17-12/29/17 Planning & Inservice Days 1/2/18-1/3/18	Christmas Day 12/25/17, observed New Year's Day 1/01/18, observed	
12	10	915	01/14/18	01/27/18	02/07/18	02/15/18	10		Martin Luther King Jr. 1/15/18	
13	9	916	01/28/18	02/10/18	02/20/18	02/28/18	10			
14	8	917	02/11/18	02/24/18	03/01/18	03/09/18	9	President's Day 2/19/18		
15	7	918	02/25/18	03/10/18	03/21/18	03/29/18	10			
16	6	919	03/11/18	03/31/18	04/05/18	04/13/18	8	Spring Break 3/12/18-3/16/18 Planning Day 3/19/18 Good Friday 03/30/18		
17	5	920	04/01/18	04/14/18	04/20/18	04/30/18	9	Fair Day 4/2/18		
18	4	921	04/15/18	04/28/18	05/08/18	05/15/18	10			
19	3	922	04/29/18	05/12/18	05/19/17	05/31/18	10			
20	2	927	05/13/18	05/26/18	06/08/17	06/14/18	10			
21	1	930	05/27/18	06/06/18	06/21/17	06/28/18	7	Memorial Day 5/28/18		
							186	Total Paid Days		



* Pay Period Dates Have Been Adjusted.

Board Adopted



Addison Davis
Superintendent of Schools

Clay County School Board 9 Month Emps Employees Payroll Calendars 2017-2018

Official Work Week: Sunday-Saturday

PERIOD	REMARKS	RUN #	BEGIN DATE	END DATE	DUE DATE	PAYDAY	Teacher Aides Inst. Assistant 8/11/2017 6/6/2018	Secondary Café Asst./Van Drivers 8/14/2017 6/6/2018	Elementary Café Asst./Van Drivers 8/14/2017 6/6/2018	Bus Monitors/Elem. ISS Assistants 8/15/2017 6/5/2018	NON-PAID DAYS	PAID HOLIDAYS	NOTES
1	21	904	* 08/11/17	08/18/17	08/23/17	08/31/16	6	5	5	4			
2	20	905	* 08/14/17	08/18/17	09/07/17	09/15/17	10	10	10	10			Insurance Deductions Begin
3	19	906	* 08/15/17	08/18/17	09/21/17	09/29/17	10	10	10	10		Labor Day 9/04/17	
4	18	907	09/04/17	09/15/17	10/05/17	10/13/17	10	10	10	10			
5	17	908	09/18/17	09/29/17	10/05/17	10/31/17	9	9	9	9	Planning Day 10/09/17		
6	16	909	10/02/17	10/13/17	10/23/17	11/15/17	10	10	10	10			
7	15	910	10/16/17	10/27/17	11/06/17	11/15/17	10	10	10	10			
8	14	911	10/30/17	11/10/17	11/15/17	11/30/17	10	10	9	10	Early Dismissal Days 10/31/17 (Non-Work for Elem./Café Asst./Van Drivers)	Veteran Day 11/10/17	
9	13	912	11/13/17	11/30/17	11/29/17	12/07/17	10	10	10	10	Thanksgiving Holiday 11/20/17 - 11/22/17, 11/24/17	Thanksgiving Holiday 11/23/17	
10	12	913	12/01/17	12/08/17	12/06/17	12/14/17	6	6	6	6			
11	11	914	12/11/17	01/05/18	01/04/18	01/12/18	9	8	8	8	Winter Break 12/18/17-12/22/17, 12/26/17-12/29/17 Planning Day & Inservice Day 12/18-13/18 Early Dismissal Day 12/15/17	Christmas Day 12/25/17, observed New Years 1/1/18, observed Martin Luther King Day 1/15/18	
12	10	915	01/08/18	01/19/18	01/23/18	01/31/18	10	10	10	10			
13	9	916	01/22/18	02/02/18	02/07/18	02/15/18	10	10	10	10			
14	8	917	02/05/18	02/16/18	02/20/18	02/28/18	10	10	10	10			
15	7	918	02/19/18	02/28/18	03/01/18	03/09/18	7	7	7	7	President's Day 2/19/18		
16	6	919	03/01/18	03/16/18	03/21/18	03/29/18	7	7	7	7	Spring Break 3/12/18 - 3/16/18		
17	5	920	03/19/18	03/30/18	04/05/18	04/13/18	8	8	8	8	Planning Day 3/19/18 Good Friday 3/30/18		
18	4	921	04/02/18	04/13/18	04/20/18	04/30/18	9	9	9	9	Fair Day 4/2/18		
19	3	922	04/16/18	04/27/18	05/08/18	05/15/18	10	10	10	10			
20	2	927	04/30/18	05/11/18	05/21/18	05/31/18	10	10	10	10			
21	1	930	05/14/18	05/25/18	06/05/18	06/14/18	10	10	10	10	Memorial Day 5/29/18		
			05/28/18	06/05/18	06/19/18	06/28/18	7	6	7	5	Early Dismissal 6/6/18 (Non-Work for Jr./Sr. High Café Asst./Van Drivers)		
			05/28/18	06/05/18	06/19/18	06/28/18	188	185	185	183	Total Paid Days		



Board Adopted

* Pay Period Dates Have Been Adjusted
to Help Equalize the Number of Days

** Early Dismissal Days	
Non-Work/Non-Paid Days	12/15/2017 6/7/2017
	10/31/2017 12/15/2017
	12/15/2017 12/15/2017



Addison Davis
Superintendent of Schools

Clay County School Board 10 Month Emps Employees

Payroll Calendars 2017-2018

Official Work Week: Sunday-Saturday

PERIOD	REM CKS	RUN #	BEGIN DATE	END DATE	DUE DATE	PAYDAY	Café Managers 8/08/17-6/8/18 V1	Instructional/Admin. 8/08/17-6/7/18 A2, T1, TD, T.J, OT	Support 8/08/17-6/7/18 D5,S1	NON-WORK NON-PAID DAYS	PAID HOLIDAY	NOTES
1	24	904	08/08/17	08/18/17	08/23/17	08/31/17	9	9	9			
2	23	905	08/21/17	09/01/17	09/07/17	09/15/17	10	10	10			Insurance Deductions Begin
3	22	906	09/04/17	09/15/17	09/21/17	09/29/17	10	10	10		Labor Day 9/04/17	
4	21	907	09/18/17	09/29/17	10/05/17	10/13/17	10	10	10			
5	20	908	10/02/17	10/13/17	10/23/17	10/31/17	10	10	10			Planning Day 10/9/17
6	19	909	10/16/17	10/27/17	11/06/17	11/15/17	10	10	10			
7	18	910	10/30/17	11/10/17	11/15/17	11/30/17	10	10	10		Veterans Day 11/10/17	
8	17	911	11/13/17	11/30/17	11/29/17	12/07/17	10	10	10		Thanksgiving Holiday 11/20-11/22/17 & 11/24/17	
9	16	912	12/01/17	12/08/17	12/06/17	12/14/17	6	6	6			
10	15	913	12/11/17	01/05/18	01/04/18	01/12/18	11	11	11		Winter Break 12/18/17-12/22/17 & 12/26-12/29/17	Planning & Inservice Days 1/2/18 & 1/3/18
11	14	914	01/08/18	01/19/18	01/23/18	01/31/18	10	10	10		Martin Luther King Jr. 1/15/18	
12	13	915	01/22/18	02/02/18	02/07/18	02/15/18	10	10	10			
13	12	916	02/05/18	02/16/18	02/20/18	02/28/18	10	10	10			
14	11	917	02/19/18	02/28/18	03/01/18	03/09/18	7	7	7		Presidents Day 2/19/18	
15	10	918	03/01/18	03/16/18	03/21/18	03/29/18	7	7	7		Spring Break 03/12/18-03/16/18	
16	9	919	03/19/18	03/30/18	04/05/18	04/13/18	9	9	9		Good Friday 3/30/2018	Planning Day 3/19/18
17	8	920	04/02/18	04/13/18	04/20/18	04/30/18	9	9	9		Fair Day 4/02/18	
18	7	921	04/16/18	04/27/18	05/08/18	05/15/18	10	10	10			
19	6	922	04/30/18	05/11/18	05/21/18	05/31/18	10	10	10			
20-23	5-2	923	05/14/18	05/25/18	05/31/18	06/07/18	10	10	10			
24	1	927	05/28/18	06/07/18	06/05/18	06/14/18	8	8	8		Memorial Day 5/28/18	10-mth inst only (4 of 5 summer checks)
20			05/14/18	05/25/18	06/05/18	06/14/18	10	10	10			last summer check 10 mth instructional
21		930	05/28/18	06/07/08	06/19/18	06/28/19	9	8	8		Memorial Day 5/28/18	
							197	196	196	196	Total Paid Days	

Board Adopted:



Addison Davis
Superintendent of Schools

Clay County School Board 11 Month Employees

Payroll Calendars 2017-2018

Official Work Week: Sunday-Saturday

PERIOD	REIM CKS	RUN #	BEGIN DATE	END DATE	DUE DATE	PAYDAY	Instructional/Admin. Support 7/25/17 thru 6/21/18 A1, T8, TE, D8	NON-WORK NON-PAID DAYS	PAID HOLIDAY	NOTES
1	24	903	07/25/17	08/04/17	08/07/17	08/15/17	9			Last 4-Day Work Week Starting 07/31/17
2	23	904	08/07/17	08/18/17	08/23/17	08/31/17	10			
3	22	905	08/21/17	09/01/17	09/07/17	09/15/17	10			Insurance Deductions Begin
4	21	906	09/04/17	09/15/17	09/21/17	09/29/17	10		Labor Day 9/04/17	
5	20	907	09/18/17	09/29/17	10/05/17	10/13/17	10			
6	19	908	10/02/17	10/13/17	10/23/17	10/31/17	10			Planning Day 10/9/17
7	18	909	10/16/17	10/27/17	11/06/17	11/15/17	10			
8	17	910	10/30/17	11/10/17	11/15/17	11/30/17	10		Veterans Day 11/10/17	
9	16	911	11/13/17	11/30/17	11/29/17	12/07/17	10		Thanksgiving Holiday 11/20-11/22/17 & 11/24/17	
10	15	912	12/01/17	12/08/17	12/06/17	12/14/17	6			
11	14	913	12/11/17	01/05/18	01/04/18	01/12/18	11		Christmas Day 12/25/17 New Years Day 1/01/18	Planning & Inservice Days 1/2/18 & 1/3/18
12	13	914	01/08/18	01/19/18	01/23/18	01/31/18	10		Martin Luther King Jr. 1/15/18	
13	12	915	01/22/18	02/02/18	02/07/18	02/15/18	10			
14	11	916	02/05/18	02/16/18	02/20/18	02/28/18	10			
15	10	917	02/19/18	02/28/18	03/01/18	03/09/18	7		President's Day 2/19/18	
16	9	918	03/05/18	03/16/18	03/21/18	03/29/18	7		Spring Break 03/12/18-03/16/18	
17	8	919	03/19/18	03/30/18	04/05/18	04/13/18	10		Good Friday 3/30/2018	Planning Day 3/19/18
18	7	920	04/02/18	04/13/18	04/20/18	04/30/18	9		Fair Day 4/02/18	
19	6	921	04/16/18	04/27/18	05/08/18	05/15/18	10			
20	5	922	04/30/18	05/11/18	05/21/18	05/31/18	10			
21	4	923	05/14/18	06/01/18	06/05/18	06/14/18	14		Memorial Day 5/28/18	
22-24	1-3	924	06/04/18	06/20/18	06/19/18	6/28/2018	13			Last Insurance Ded. (3) Summer Checks 4-day work week starts 6/4/18 6/19/18 (9.38) 6/20/18 (work 3.75 hours)
							216	Total Paid Days		D8 only 22 checks




Clay County School Board 12 Month Emps 2017-2018

Addison Davis
Superintendent of Schools

Payroll Calendars 2017-2018

Official Work Week: Sunday-Saturday

PERIOD	REM CKS	RUN #	BEGIN DATE	END DATE	DUE DATE	PAYDAY	Instr./Adm./Conf./Support A3, C1, TW E1,T3, C3,D3	NON-WORK NON-PAID DAYS	PAID HOLIDAYS	NOTES	
1	24	901	07/03/17	07/14/17	07/03/17	07/13/17	10		Independence Day 7/04/17	4-Day Work Week	
2	23	902	07/17/16	07/31/17	07/19/17	07/31/17	11			4-Day Work Week	
3	22	903	08/01/17	08/15/17	08/07/17	08/15/17	11			Last 4-Day Work Week Starting 07/31/17	
4	21	904	08/16/17	08/31/17	08/23/17	08/31/17	12				
5	20	905	09/01/17	09/15/17	09/07/17	09/15/17	11		Labor Day 9/04/17	Insurance Deductions Begin	
6	19	906	09/18/17	09/29/17	09/21/17	09/29/17	10				
7	18	907	10/02/17	10/13/17	10/05/17	10/13/17	10				
8	17	908	10/16/17	10/31/17	10/23/17	10/31/17	12				
9	16	909	11/01/17	11/15/17	11/06/17	11/15/17	11		Veterans Day 11/10/17		
10	15	910	11/16/17	11/30/17	11/15/17	11/30/17	11		Thanksgiving Holiday 11/23/17-11/24/17		
11	14	911	12/01/17	12/15/17	11/29/17	12/07/17	11				
12	13	912	12/18/17	12/29/17	12/06/17	12/14/17	10		Christmas Day 12/25/17 (observed)		
13	12	913	01/01/18	01/15/18	01/04/18	01/12/18	11		New Year's Day 1/01/18 (observed)		
14	11	914	01/16/18	01/31/18	01/23/18	01/31/18	12		Martin Luther King Day 1/15/18		
15	10	915	02/01/18	02/15/18	02/07/18	02/15/18	11				
16	9	916	02/16/18	02/28/18	02/20/18	02/28/18	9				
17	8	917	03/01/18	03/15/18	03/01/18	03/09/18	11				
18	7	918	03/16/18	03/30/18	03/21/18	03/29/18	11		Good Friday 3/30/18	Last day of sick leave posted for 12-month employees	
19	6	919	04/02/18	04/13/18	04/05/18	04/13/18	10				
20	5	920	04/16/18	04/30/18	04/20/18	04/30/18	11				
21	4	921	05/01/18	05/15/18	05/08/18	05/15/18	11				
22	3	922	05/16/18	05/31/18	05/21/18	05/31/18	12		Memorial Day 05/28/18		
23	2	923	06/01/18	06/15/18	06/05/18	06/14/18	11			4-Day Work Week Starts 6/04/18	
24	1	924	06/18/18	06/29/18	06/19/18	06/28/18	10			Final Payroll with Insurance Deductions	
							260	Total Paid Days			



Clay County School Board

Substitute /Part-Time Support/Temporary Adult Labor

Payroll Calendars 2017-2018

Addison Davis
Superintendent of Schools

PAY TYPES: H3, H4, H5, SB

PERIOD	RUN #	BEGIN DATE	END DATE	DUE DATE	PAYDAY
1	904	08/07/17	08/18/17	08/23/17	08/31/17
2	905	08/21/17	09/01/17	09/07/17	09/15/17
3	906	09/04/17	09/15/17	09/21/17	09/29/17
4	907	09/18/17	09/29/17	10/05/17	10/13/17
5	908	10/02/17	10/13/17	10/23/17	10/31/17
6	909	10/16/17	10/27/17	11/06/17	11/15/17
7	910	10/30/17	11/10/17	11/15/17	11/30/17
8	911	11/13/17	11/30/17	11/29/17	12/07/17
9	912	12/01/17	12/08/17	12/06/17	12/14/17
10	913	12/11/17	01/05/18	01/04/18	01/12/18
11	914	01/08/18	01/19/18	01/23/18	01/31/18
12	915	01/22/18	02/02/18	02/07/18	02/15/18
13	916	02/05/18	02/16/18	02/20/18	02/28/18
14	917	02/19/18	02/28/18	03/01/18	03/09/18
15	918	03/05/18	03/16/18	03/21/18	03/29/18
16	919	03/19/18	03/30/18	04/05/18	04/13/18
17	920	04/02/18	04/13/18	04/20/18	04/30/18
18	921	04/16/18	04/27/18	05/08/18	05/15/18
19	922	04/30/18	05/11/18	05/21/18	05/31/18
20	827	05/14/18	06/01/18	06/05/18	06/14/18
21	830	06/04/18	06/15/18	06/19/18	06/28/18

Refer to Summer Schedule after 6/15/18


Board Adopted

Clay County School Board Summer Schedule Payroll Calendar 2017-2018

Addison Davis
Superintendent of Schools



PAY TYPES: R1, R2, R3, R4, H3, H4, H5, SB

PERIOD	RUN#	BEGIN DATE	END DATE	DUE DATE	PAYDAY
1	831	06/08/17	06/30/17	06/27/17	07/06/17
2	902	07/03/17	07/14/17	07/19/17	07/31/17
3	903	07/17/17	07/28/17	08/07/17	08/15/17
4	904	07/31/17	08/04/17	08/23/17	08/31/17
					
TOTAL DAYS					42

Voluntary Pre-Kindergarten (VPK) Monday -Friday	Part-Time Substitutes Temp Adult Labor	Third Grade Summer Reading Camp 2016 High School/Junior High and Grade 6 Algebra I and Algebra I-Boot Camp Exceptional Student Education Extended School Year Any other Instructional Summer Classes
Start 6/6/12/17	6/8/2017	
14	17	Please see individual calendars for number of day and hours worked.
**7/1/2016 & 7/4/2016	**7/4/16	
9	10	Please see individual calendars for number of day and hours worked.
10	10	Please see individual calendars for number of day and hours worked.
5	5	Please see individual calendars for number of day and hours worked.
End 8/05/16 (7:30 a.m. to 12:30 p.m.)	End 8/08/16	
38	42	


Board Adopted

** Independence Day (Non-Work/Non-Paid Day)

*With the varied summer schedules this year, the responsibility for proper reporting must be placed on the schools and departments.

Data Entry Deadlines Schedule Leave Files and Payroll Records

2017-2018

 PAY DATE	SCHOOLS AND DEPARTMENT PAY CYCLE DEADLINES			RUN #	HUMAN RESOURCES
	INFORMATION DUE TO THE HUMAN RESOURCES DEPARTMENT	CERTIFICATIONS DELIVERED	CERTIFICATIONS DUE TO PAYROLL		DEADLINE TO PAYROLL 12:00 NOON (LOCKS WILL GO ON)
	ENTRY DATE FOR ALL LEAVE AND ALL SHARED SICK LEAVE APPLICATIONS	DUE BY 4:00 P.M. IN PAYROLL	(8 days prior to payday)		(6 days prior to payday)
	(8 days prior to payday)	(8 days prior to payday)	(6 days prior to payday)		(6 days prior to payday)
7/6/2017	06/22/17	06/22/17	06/27/17	831	06/26/17
07/13/17	06/28/17	06/28/17	06/29/17	901	07/03/17
07/31/17	07/17/17	07/17/17	07/19/17	902	07/18/17
08/15/17	08/02/17	08/02/17	08/07/17	903	08/03/17
08/31/17	08/21/17	08/21/17	08/23/17	904	08/22/17
09/15/17	09/05/17	09/05/17	09/07/17	905	09/06/17
09/29/17	09/19/17	09/19/17	09/21/17	906	09/20/17
10/13/17	10/03/17	10/03/17	10/05/17	907	10/05/17
10/31/17	10/19/17	10/19/17	10/23/17	908	10/20/17
11/15/17	11/02/17	11/02/17	11/06/17	909	11/03/17
11/30/17	11/13/17	11/13/17	11/15/17	910	11/14/17
12/07/17	11/27/17	11/27/17	11/29/17	911	11/28/17
12/14/17	12/04/17	12/04/17	12/06/17	912	12/05/17
01/12/18	01/02/18	01/02/18	01/04/18	913	01/03/18
01/31/18	01/19/18	01/19/18	01/23/18	914	01/22/18
02/15/18	02/05/18	02/05/18	02/07/18	915	02/06/18
02/28/18	02/16/18	02/16/18	02/20/18	916	02/19/18
03/09/18	02/27/18	02/27/18	03/01/18	917	02/28/18
03/29/18	03/19/18	03/19/18	03/21/18	918	03/20/18
04/13/18	04/03/18	04/03/18	04/05/18	919	04/04/18
04/30/18	04/18/18	04/18/18	04/20/18	920	04/19/18
05/15/18	05/03/18	05/03/18	05/07/18	921	05/04/18
05/31/18	05/18/18	05/18/18	05/22/18	922	05/21/18
6/7/2018	05/25/18	05/25/18	05/30/18	923	05/29/18
06/14/18	06/01/18	06/01/18	06/05/18	927	06/04/18
06/28/18	06/14/18	06/14/18	06/19/18	930	06/18/18

* Payable 2017-2018 2016-2017 Fiscal Year Close Out - Due Dates to be Announced.....

