

SEMI-MONTHLY PAY DATE SCHEDULE FOR THE 2011-2012 SCHOOL YEAR
 RANDOLPH-FIELD ISD PO BOX 2217 UNIVERSAL CITY, TEXAS 78148

SUBSTITUTES and HOURLY PAID PERSONNEL who are on the Semi-monthly payroll are paid according to the following pay periods. It is imperative that you keep a record of the exact dates worked and other information regarding those days because *detailed* information *will not* be noted on the checks.

Requests to pay substitutes on employee absence forms must be received in the payroll office by the end of the first business day following each week, otherwise payment to the substitute may be delayed. All substitute inquiries should be made to the campus secretary by calling 357-2447 for secondary level and 357-2345 for elementary level.

This schedule is also used for the purpose of recording "Leave Used" for regular school employees who are paid a standard semi-monthly payment plan. **Time sheets are always due by the end of the day on the first business day following the end of a week.** Paydays are generally the 15th and the last day of each month or as close to those dates as possible.

Pay Date:	Pay Period Begin Date:	Pay Period End Date:	# of Weeks
August 15, 2011	July 17, 2011	July 30, 2011	2
August 31, 2011	July 31, 2011	August 20, 2011	3
September 15, 2011	August 21, 2011	September 2, 2011	2
September 30, 2011	September 3, 2011	September 16, 2011	2
October 14, 2011	September 17, 2011	October 1, 2011	2
October 31, 2011	October 2, 2011	October 15, 2011	2
November 15, 2011	October 16, 2011	October 29, 2011	2
November 30, 2011	October 30, 2011	November 12, 2011	2
December 15, 2011	November 13, 2011	November 26, 2011	2
December 30, 2011	November 27, 2011	December 10, 2011	2
January 13, 2012	December 11, 2011	December 31, 2011	3
January 31, 2012	January 1, 2012	January 14, 2012	2
February 15, 2012	January 15, 2012	February 4, 2012	3
February 29, 2012	February 5, 2012	February 18, 2012	2
March 15, 2012	February 19, 2012	March 3, 2012	3
March 30, 2012	March 4, 2012	March 17, 2012	2
April 13, 2012	March 18, 2012	March 31, 2012	2
April 30, 2012	April 1, 2012	April 14, 2012	2
May 15, 2012	April 15, 2012	May 5, 2012	3
May 31, 2012	May 6, 2012	May 19, 2012	2
June 15, 2012	May 20, 2012	June 2, 2012	2
June 29, 2012	June 3, 2012	June 16, 2012	3
July 13, 2012	June 17, 2012	June 30, 2012	2
July 31, 2012	July 1, 2012	July 21, 2012	3
August 15, 2012	July 22, 2012	August 4, 2012	2
August 31, 2012	August 5, 2012	August 18, 2012	2

Please refer to 2011-2012 school calendars for scheduled holidays.

NOTE: Substitute teachers are considered *exempt* while working in an *exempt* position (ie: Teacher) All Paraprofessional, Auxiliary and Substitute staff are required to clock in and clock out daily. Pay is based on approved time clock hours. **MISSED PUNCHES SHOULD BE CORRECTED IMMEDIATELY IF POSSIBLE BUT NO LATER THAN THE FOLLOWING DAY. CONTACT YOUR SUPERVISOR, CAMPUS SECRETARY, ASST PRINCIPAL OR HUMAN RESOURCES.**

(Rates Approved by School Board)

****PARAPROFESSIONAL AND AUXILIARY STAFF ARE PAID AN ANNUAL SALRY AND ABOVE PAY PERIODS APPLY ONLY TO POSTING LEAVE AND EXTRA TIME PAYMENTS.**