



**WICHITA FALLS
INDEPENDENT
SCHOOL DISTRICT**

PAYROLL BEGINS:	PAYROLL ENDS:	ALL TIME TO BE APPROVED BY:	CHECK DATE:
7/30/2018	8/26/2018	8/29/2018	9/25/2018
8/27/2018	9/30/2018	10/3/2018	10/25/2018
10/1/2018	10/28/2018	10/31/2018	11/21/2018
10/29/2018	11/25/2018	11/28/2018	12/21/2018
11/26/2018	12/23/2018	1/9/2019	1/25/2019
12/24/2018	1/27/2019	1/30/2019	2/25/2019
1/28/2019	2/24/2019	2/27/2019	3/25/2019
2/25/2019	3/31/2019	4/3/2019	4/25/2019
4/1/2019	4/28/2019	5/1/2019	5/24/2019
4/29/2019	6/2/2019	6/5/2019	6/25/2019
6/3/2019	6/30/2019	7/3/2019	7/25/2019
7/1/2019	7/28/2019	7/31/2019	8/23/2019

**PLEASE USE THE ABOVE SCHEDULE FOR APPROVING TIME CARDS IN TRUE TIME. WE WOULD APPRECIATE IT IF YOU WOULD CIRCULATE THIS SCHEDULE TO YOUR STAFF. ALL TIME NEEDS TO BE SUBMITTED AND APPROVED BY THE DATES ABOVE IN ORDER TO PREVENT PAY DOCKS. TIME IS TO BE APPROVED ON A WEEKLY BASIS.
THANK YOU FOR YOUR EFFORTS IN HELPING US!**