

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, Maryland 21042

Circular No. 10
Series 2016-2017

August 3, 2016

Deputy Superintendent

Employee Biweekly Payroll Schedule

TO: All Staff

FROM: Linda T. Wise, Deputy Superintendent

The Department of Budget and Finance has created Biweekly Payroll Schedules for ten, eleven, and twelve month employees. These schedules provide a timeline to plan for upcoming employee pay and explanation of the calendar cycle of payroll. There are separate schedules for 11 and 12 month employees paid over 12 months, 10 month employees paid over 10 months, and 10 month employees paid over 12 months. Copies of these biweekly payroll schedules are attached.

The annual pay calendar is 26 weeks. For 10 month employees, the calendar begins with the first pay of the new school year and continues through the 26 weeks. 10 months employees paid over 10 months are paid over 20 pays and 10 month employees paid over 12 months are paid over the 26 pays.

Benefit deductions are deducted over 20 pays each year for all employees. State retirement is deducted over 24 pays for 11 and 12 month employees and over 20 pays for 10 month employees. Each schedule includes columns to indicate which pay periods these deductions are scheduled to occur.

To assist employees in managing their pay, please know that the 2016-2017 HCPSS school calendar indicates that the first day for employees to report for school year 2017-2018 will be August 21, 2018. The last day of pay for the current year for 10 month employees paid over 12 months is August 16, 2017. The first pay period of FY 2018 for these employees will include 8 days worked and therefore 8 days of pay.

If you have questions, please contact the Payroll Manager, Budget and Finance, (410) 313-1582.

LTW/BD/md