

# RIO HONDO INDEPENDENT SCHOOL DISTRICT

215 West Colorado Street  
Rio Hondo, Texas 78583  
Phone (956) 748-1000/FAX 748-1049

## Board of Trustees:

Jessica A. Gonzales, President  
Manuel Flores Jr., Vice President  
Claudia Villalobos, Secretary  
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Arnold Martinez Jr., Member  
Rene Alfaro, Member  
Alonzo Garza, Member  
Ismael Garcia, Superintendent

Date: June 4, 2015  
To: All Personnel Staff  
From: Jonathan McMinn, Payroll Office  
Subject: Payroll Cut-Off Dates and Scheduled Pay Dates

Below is a schedule of cut-off dates and pay dates for Supplemental Payroll for the 2015-2016 school year.

| Supplemental Payroll |                    | Regular Payroll |                    |
|----------------------|--------------------|-----------------|--------------------|
| Cut-off Date         | Scheduled Pay Date | Cut-Off Date    | Scheduled Pay Date |
| Sept. 8, 2015        | Sept.15, 2015      | Sept. 18, 2015  | Sept. 25, 2015     |
| Oct. 8, 2015         | Oct. 15, 2015      | Oct. 16, 2015   | Oct. 23, 2015      |
| Nov. 6, 2015         | Nov. 13, 2015      | Nov. 13, 2015   | Nov. 20, 2015      |
| Dec. 4, 2015         | Dec. 11, 2015      | Dec. 11, 2015   | Dec. 18, 2015      |
| Jan. 8, 2016         | Jan. 15, 2016      | Jan. 18, 2016   | Jan. 25, 2016      |
| Feb. 5, 2016         | Feb. 15, 2016      | Feb. 18, 2016   | Feb. 25, 2016      |
| Mar. 4, 2016         | Mar. 11, 2016      | Mar. 11, 2016   | Mar. 24, 2016      |
| Apr. 8, 2016         | Apr. 15, 2016      | Apr. 18, 2016   | Apr. 25, 2016      |
| May 6, 2016          | May 13, 2016       | May 18, 2016    | May 25, 2016       |
| June 8, 2016         | June 15, 2016      | June 17, 2016   | June 24, 2016      |

Supplemental payrolls (extracurricular trips, staff development stipends, workshops, overtime, etc.) are scheduled for the 15<sup>th</sup> of each month during the regular school year, September through May. SUPPLEMENTAL PAYROLL DATES FOR JULY AND AUGUST WILL BE ANNOUNCED LATER. **Request for supplemental payrolls must be submitted to the payroll office five (5) days prior to the next pay date for processing.**

Request for Payment forms received after the deadline will be processed on the next scheduled pay date.

**Request must be in writing with complete details of services rendered and must indicate if payment is by hour or session and funding source.**

When applicable, sign-in-sheets of attendees must be submitted. Request form for supplemental pay must have prior approval by the Superintendent of Schools and signature of administrator or supervisor.

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Date: June 4, 2015  
To: All Substitute Staff  
From: Jonathan McMinn, Payroll Office  
Subject: Payroll Cut-Off Dates and Scheduled Pay Dates

Below is a schedule of cut-off dates and pay dates for Supplemental Payroll for the 2015-2016 school year.

### Supplemental Payroll

| Cut-off Date  | Scheduled Pay Date |
|---------------|--------------------|
| Sept. 8, 2015 | Sept. 15, 2015     |
| Oct. 8, 2015  | Oct. 15, 2015      |
| Nov. 6, 2015  | Nov. 13, 2015      |
| Dec. 4, 2015  | Dec. 11, 2015      |
| Jan. 8, 2016  | Jan. 15, 2016      |
| Feb. 5, 2016  | Feb. 15, 2016      |
| Mar. 4, 2016  | Mar. 11, 2016      |
| Apr. 8, 2016  | Apr. 15, 2016      |
| May 6, 2016   | May 13, 2016       |
| June 8, 2016  | June 15, 2016      |

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