

BALTIMORE COUNTY PUBLIC SCHOOLS
SUMMER 2011 PAYROLL CALENDAR

Office of Payroll t: 410.887.4240 f: 410.887.7610
1940G Greenspring Drive, Timonium, MD 21093

June 2011						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

The last pay date of the 2010-11 school year for 10-month teachers is June 24. The last pay will be for 07 days (June 13 - June 21). Spring and "All Year" Extra Duty Activities will be paid on June 24. Teachers receiving these extra payments will be taxed based upon their marital tax status and number of exemptions claimed.

Please note:

*** ALL SUMMER PAYMENTS TO 10-MONTH EMPLOYEES ARE TWO WEEKS IN ARREARS**

*** ALL SUMMER PAYMENTS TO 10-MONTH EMPLOYEES ARE MAILED VIA FIRST CLASS MAIL TO THE ADDRESS ON FILE IN THE OFFICE OF PAYROLL**

*** DIRECT DEPOSIT REMAINS IN EFFECT AND IS AVAILABLE TO ALL**

EMPLOYEES

*** REGARDLESS OF FUNDING SOURCE, THE ONLY RATES THAT MAY BE PAID ARE THOSE THAT HAVE BEEN NEGOTIATED WITH BCPS' BARGAINING UNITS**

Below is the payment schedule for teachers, Summer 2011

<u>Pay Period</u>	<u>Pay Date</u>	<u>Pay Period</u>	<u>Pay Date</u>
06/27 - 07/08	07/22/11	08/08 - 08/19	09/02/11
07/11 - 07/22	08/05/11	08/22 - 09/02	09/16/11
07/25 - 08/05	08/19/11		

During the summer, BCPS pays teachers for a variety of activities: teaching summer school; providing Extended Year Services (EYS) to students with special needs; working days of Extended Year Employment (EYE); writing curriculum; and participating in professional development activities. Below is a brief description of each. Additional information is available on the Office of Payroll's website.

Centralized, Site-based, and EYS Summer School Programs

Employees are required to sign-in on special summer program time sheets at their work sites.

In most cases, employees are paid an hourly or daily rate of pay.

EYE

The Department of Human Resources allocates days of EYE to schools and offices. Principals and office heads allocate the days to teachers. School and office time-keepers enter the number of days worked each pay period into an on-line File Maker Pro application which generates the pay. EYE time sheets are used for data entry and remain at the site. The maximum number of EYE days is 20 per teacher. Days of EYE are to be worked and reported in whole day increments.

Salary Calculation for EYE

Example

- | | |
|--|---|
| 1) Obtain the 10-mo base annual salary | Base annual = \$56,000 |
| 2) Divide the base annual by 191. | Divide by 191 (\$56,000 ÷ 191 = \$293.19) |
| 3) Multiply the daily rate by the number of days worked in the pay period. | Multiply \$293.19 x number of days worked in the pay period |

Curriculum Workshops and Summer Professional Development

Teachers attending or presenting professional development activities or writing curriculum sign-in on special summer time sheets at their work sites. The curriculum workshop time sheets are sent to curriculum offices for review, approval, and entry. The Department of Professional Development enters its payroll into the system at the end of each pay period.

July 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011						
S	M	T	W	T	F	S
					5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- Recognized Holidays**
 07/04 Independence Day
 09/05 Labor Day
 09/29 Rosh Hashanah

- Pay Day**
 Teachers and other 10-month employees return to work on Monday, 08/22. Students return on Monday, 08/29. The first pay for 10-month teachers is on 09/02. The first pay for 10-month BACE represented employees is on 09/09 for 5 days.