



## 2018-19 Payroll & Reimbursement Schedule

Month	Payroll Documents Due	Payroll Date	Reimbursement Documents Due	Reimbursement Date
<b>June</b>	Friday, June 8, 2018	Monday, June 25, 2018	Wednesday, June 13, 2018	Thursday, June 21, 2018
<b>July</b>	Friday, July 13, 2018	Wednesday, July 25, 2018	Wednesday, July 11, 2018	Thursday, July 19, 2018
<b>August</b>	Friday, August 10, 2018	Friday, August 24, 2018	Wednesday, August 8, 2018	Thursday, August 16, 2018
<b>September</b>	Friday, September 14, 2018	Tuesday, September 25, 2018	Wednesday, September 12, 2018	Thursday, September 20, 2018
<b>October</b>	Friday, October 12, 2018	Thursday, October 25, 2018	Wednesday, October 10, 2018	Thursday, October 18, 2018
<b>November</b>	Friday, November 9, 2018	Tuesday, November 20, 2018	Wednesday, November 7, 2018	Thursday, November 15, 2018
<b>December</b>	Friday, December 7, 2018	Friday, December 21, 2018	Wednesday, December 12, 2018	Thursday, December 20, 2018
<b>January</b>	Friday, January 11, 2019	Friday, January 25, 2019	Wednesday, January 9, 2019	Thursday, January 17, 2019
<b>February</b>	Friday, February 8, 2019	Monday, February 25, 2019	Wednesday, February 13, 2019	Thursday, February 21, 2019
<b>March</b>	Friday, March 8, 2019	Thursday, March 21, 2019	Wednesday, March 13, 2019	Thursday, March 21, 2019
<b>April</b>	Friday, April 12, 2019	Thursday, April 25, 2019	Wednesday, April 10, 2019	Thursday, April 18, 2019
<b>May</b>	Friday, May 10, 2019	Friday, May 24, 2019	Wednesday, May 8, 2019	Thursday, May 16, 2019
<b>June</b>	Friday, June 7, 2019	Tuesday, June 25, 2019	Wednesday, June 12, 2019	Thursday, June 20, 2019
<b>July</b>	Friday, July 12, 2019	Thursday, July 25, 2019	Wednesday, July 10, 2019	Thursday, July 18, 2019
<b>August</b>	Friday, August 9, 2019	Friday, August 23, 2019	Wednesday, August 14, 2019	Thursday, August 22, 2019

### ***Payroll Information***

Monthly payroll in the form of direct deposit includes salary for all contracted/at-will employment, club payment, tutoring payment and event work (gate, scores table, custodial, etc.). Direct deposit stubs are available 24/7 by visiting Web Link at [sbs.smithville.k12.mo.us](https://sbs.smithville.k12.mo.us).

### **Payroll Contacts:**

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### ***Reimbursement Information***

Reimbursements are paid monthly in the form of a paper check for mileage, purchase of supplies (Pre-approval at building level needed and if purchase order is not used), expense for meals at workshop, conference, etc., vendor payment if purchase order is not used.

### **Reimbursement Contact:**

Cheryl Spears  
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