



2019-20 Payroll & Reimbursement Schedule

Month	Payroll Documents Due	Payroll Date	Reimbursement Documents Due	Reimbursement Date
June	Friday, June 7, 2019	Tuesday, June 25, 2019	Wednesday, June 12, 2019	Thursday, June 19, 2019
July	Friday, July 12, 2019	Thursday, July 25, 2019	Wednesday, July 10, 2019	Thursday, July 17, 2019
August	Friday, August 9, 2019	Friday, August 23, 2019	Wednesday, August 14, 2019	Thursday, August 21, 2019
September	Friday, September 6, 2019	Wednesday, September 25, 2019	Wednesday, September 11, 2019	Thursday, September 18, 2019
October	Friday, October 4, 2019	Friday, October 25, 2019	Wednesday, October 9, 2019	Thursday, October 16, 2019
November	Friday, November 8, 2019	Monday, November 25, 2019	Wednesday, November 13, 2019	Thursday, November 20, 2019
December	Friday, December 6, 2019	Friday, December 20, 2019	Wednesday, December 11, 2019	Thursday, December 18, 2019
January	Monday, January 6, 2020	Friday, January 24, 2020	Wednesday, January 8, 2020	Thursday, January 15, 2020
February	Friday, February 7, 2020	Tuesday, February 25, 2020	Wednesday, February 12, 2020	Thursday, February 19, 2020
March	Monday, March 2, 2020	Wednesday, March 25, 2020	Wednesday, March 4, 2020	Thursday, March 11, 2020
April	Friday, April 3, 2020	Friday, April 24, 2020	Wednesday, April 8, 2020	Thursday, April 15, 2020
May	Friday, May 8, 2020	Monday, May 25, 2020	Wednesday, May 13, 2020	Thursday, May 20, 2020
June	Friday, June 5, 2020	Thursday, June 25, 2020	Wednesday, June 10, 2020	Thursday, June 17, 2020
July	Friday, July 3, 2020	Friday, July 24, 2020	Wednesday, July 8, 2020	Thursday, July 15, 2020
August	Friday, August 7, 2020	Tuesday, August 25, 2020	Wednesday, August 12, 2020	Thursday, August 19, 2020

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.

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:

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