Personnel Web Dates FY2013

Please use the time before the close (due) dates well. There will be test payments again this year, to give multiple chances to correct data before payments.

Close dates are in highlighted in red, payment dates have $

Reminder: There will be no supplemental payment issued. All eligible teachers and paraeducators must be included by the final update. Failure to meet these deadlines will result in loss of funds for your LEA and general fund budget authority.

Test payment dates are bold. Personnel Web is old and does not update "live", so current errors are only discovered when the payment is run. A test payment gives districts the opportunity to see current errors before the actual payment is run. Test payments will work as follows: Locked out in morning reports available after test payment is run. Districts should download reports. At 1pm, test payment rolled back and system unlocked for entry/corrections.

September						
Su	M	T	W	Th	F	Sa
						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

2 test payments (24th/27th) for payment #1

October						
Su	M	T	W	Th	F	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	$5	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1st payment due date October 1st

November						
Su	M	T	W	Th	F	Sa
				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	1

1 test payment (26th) for payment #2

December						
Su	M	T	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	$5
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2nd payment due date December 3

January						
Su	M	T	W	Th	F	Sa
		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		

February						
Su	M	T	W	Th	F	Sa
					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		

2 test payments (22nd/26th) for payment #3

March						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	$5	16
17	18	19	20	21	22	23
24	**25**	26	27	28	29	30

3rd payment due date March 1st

1 test payment (25th) for payment #4

April						
Su	M	T	W	Th	F	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	$5	16	17	18	19	20
21	**22**	23	24	25	26	27
28	**29**	30				

4th payment due on April 1st

Vacancy Report due on April 15th

2 test payments (22nd/29th) for final payment.

May						
Su	M	T	W	Th	F	Sa
			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	1

FINAL DUE DATE MAY 1

Remember to include Homebound Personnel

June 1st, Deadline for entering Para Inservice

1	October 15th	Payment (25% of total reported FTE)
2	December 15th	Payment (25% of total reported FTE)
3	March 15th	Payment (17% of total eligible FTE)
4	April 15th	Payment (17% of total eligible FTE)
5	June 1st	Payment(15% or balance of eligible FTE)

The October 15, and December 15 payments are based on reported FTE.

The remaining payments are based on Eligible FTE (checked against licenses and certifications)

Summer (ESY) is included in the October payment