



WCSD Pay Cycle Defined

Below is a brief explanation of the numbers that make up the pay cycles for both the ESP and Certified cycle designations.

ESP Cycle Sample:

1902130

19 – This grouping of numbers is the calendar year that we are currently in, in this example it equates to 2019

02 – This grouping of numbers is the type of employee cycle, in this example it equates to ESP or Classified employees, or cycle 02 employees

13 – This grouping of numbers is the pay period number, in this example it equates to the 13th pay period of the year (there are 26 pay periods for cycle 02 employees, sometimes 27 when it is a leap year)

0 – This number is saved for a supplemental check run, in this example it equates to it NOT being a supplemental check run for pay period #13

Certified Cycle Sample:

1901060

19 – This grouping of numbers is the calendar year that we are currently in, in this example it equates to 2019

01 – This grouping of numbers is the type of employee cycle, in this example it equates to Certified or Pro-Tech employees, or cycle 01 employees

06 – This grouping of numbers is the pay period number, in this example it equates to the 6th pay period of the year (there are 12 pay periods for cycle 01 employees)

0 – This number is saved for a supplemental check run, in this example it equates to it NOT being a supplemental check run for pay period #6