

To: Principals & Secretaries
From: Payroll
Re: 2016 - 2017 Pay Dates

All time/pay sheets (hourly, overtime, extra pay, and substitutes *not in SmartFind*) are due into the payroll department by the dates listed below. All time/pay sheets must be signed (**not** stamped) by the employee and the principal (or designee).

2016 - 2017

HOURLY EMPLOYEES OR EXTRA PAY		
PAY DATES	Time Sheets Due	Period Covered
07/08/16	06/28/16	6/12/16 through 6/25/16
07/22/16	07/12/16	6/26/16 through 7/9/16
08/05/16	07/26/16	7/10/16 through 7/23/16
08/19/16	08/09/16	7/24/16 through 8/6/16
09/02/16	08/23/16	8/7/16 through 8/20/16
09/16/16	09/06/16	8/21/16 through 9/3/16
09/30/16 *	09/20/16	9/4/16 through 9/17/16
10/14/16	10/04/16	9/18/16 through 10/1/16
10/28/16	10/18/16	10/2/16 through 10/15/16
11/11/16	11/01/16	10/16/16 through 10/29/16
11/23/16 **	11/11/16	10/30/16 through 11/12/16
12/09/16	11/29/16	11/13/16 through 11/26/16
12/23/16	12/13/16	11/27/16 through 12/10/16
01/06/17	12/16/16	12/11/16 through 12/24/16
01/20/17	01/10/17	12/25/16 through 1/7/17
02/03/17	01/24/17	1/8/17 through 1/21/17
02/17/17	02/07/17	1/22/17 through 2/4/17
03/03/17	02/21/17	2/5/17 through 2/18/17
03/17/17	03/07/17	2/19/17 through 3/4/17
03/31/17 *	03/21/17	3/5/17 through 3/18/17
04/14/17	04/04/17	3/19/17 through 4/1/17
04/28/17	04/18/17	4/2/17 through 4/15/17
05/12/17	05/02/17	4/16/17 through 4/29/17
05/26/17	05/16/17	4/30/17 through 5/13/17
06/09/17	05/30/17	5/14/17 through 5/27/17
06/23/17	06/13/17	5/28/17 through 6/10/17
07/07/17	06/27/17	6/11/17 through 6/24/17
07/21/17	07/11/17	6/25/17 through 7/8/17
08/04/17	07/25/17	7/9/17 through 7/22/17
08/18/17	08/08/17	7/23/17 through 8/5/17

* *Third check in the month. No insurance will be taken.*

** *Early payday or turn in due to upcoming holiday.*

Category	First Pay	Last Pay
Teachers - 26 pay	08/19/16	08/04/17
Teachers - 22 pay	08/19/16	06/09/17
Paraprofessionals	Per Schedule Above for Work Period	
Hourly Employees	Per Schedule Above for Work Period	