

PAYROLL REPORTING SCHEDULE

2016-17

*Pay Period	# of Days	# of Days Inst. Oth.	**Reporting Period Begins	Ends	Speed at 8 am	Due in Finance	Paydate	Pay Day	# of Wks
Jul 1 - 31		21	7/1	7/15	7/19	7/20	Jul 29	Fri	2
<i>Year Round Starts Jul 15</i>									
Aug 19 - Sept 19 (1/2)	21.5	23	7/16	8/12	8/16	8/17	Aug 31	Wed	4
<i>Traditional Starts Aug 19</i>									
Sept 19 (1/2) - Oct 18	21.5	22	8/13	9/2	9/7	9/8	Sept 30	Fri	3
Oct 19 - Nov 17 (1/2)	21.5	21	9/3	9/30	10/4	10/5	Oct 31	Mon	4
Nov 17 (1/2) - Dec 16	21.5	22	10/1	10/28	11/1	11/2	Nov 30	Wed	4
Dec 19 - Jan 17 (1/2)	21.5	22	10/29	11/25	11/29	11/30	Dec 19	Mon	4
Jan 17 (1/2) - Feb 15	21.5	22	11/26	12/30	1/4	1/5	Jan 31	Tue	5
Feb 16 - Mar 17 (1/2)	21.5	20	12/31	1/27	1/31	2/1	Feb 28	Tue	4
Mar 17 (1/2) - Apr 17	21.5	23	1/28	2/24	2/28	3/1	Mar 31	Fri	4
Apr 18 - May 17 (1/2)	21.5	20	2/25	3/31	4/4	4/5	Apr 28	Fri	5
May 17 (1/2) - Jun 15	21.5	23	4/1	5/5	5/9	5/10	May 31	Wed	5
Hourly and Year Round			5/6	6/15		6/16	Jun 27	Tue	6
11 & 12 Month Employees		22	5/6	6/16		6/19	Jun 27	Tue	6
Final Timesheet- 10 mo			5/6	6/15		6/16	Paid May 31		
Final Hourly Timesheet-Projected for 11 and 12 month emp			6/17	6/30		6/19	Paid Jun 27		2
Final Timesheets-11 & 12 mo			6/17	6/30		7/1	Paid Jun 27		2

***Pay Period:** Instructional personnel are paid for 21.5 day periods.

On each payday, 10 month **salaried** employees are paid for the dates in the **Pay Period** range.

10 month **salaried** employees will be paid August - May.

Traditional installment checks will be paid in June and July.

10 month hourly paid employees are paid for the dates in the Reporting Period range and will be paid Sept - Jun.

On each payday, Year round, 11 month and 12 month employees are paid from the first to the last day of each calendar month.

Year-round installment checks will be paid in May and June.

****Reporting Period: SUBSTITUTE TEACHERS and HOURLY EMPLOYEES** are paid for this date range.

Absences for all employees are reported using the Reporting Period date range.