

## 2017-2018 Payroll Periods & Pay Dates

### Payroll Reporting Period (Time clock, Absences, Additional Pay, Timesheets, etc.)

<u>Start Date</u>	<u>End Date</u>	<u>Pay Date</u>
JULY 3	AUGUST 6	AUGUST 31
AUGUST 7	SEPTEMBER 3	SEPTEMBER 29
SEPTEMBER 4	OCTOBER 8	OCTOBER 31
OCTOBER 9	NOVEMBER 12	NOVEMBER 30*
NOVEMBER 13	DECEMBER 10	DECEMBER 29
DECEMBER 11	JANUARY 7	JANUARY 31
JANUARY 8	FEBRUARY 11	FEBRUARY 28
FEBRUARY 12	MARCH 11	MARCH 29
MARCH 12	APRIL 8	APRIL 30
APRIL 9	MAY 13	MAY 31
MAY 14	JUNE 10	JUNE 29
JUNE 11	JULY 8	JULY 31

### Pay dates are always the last WORKING day of each month

\*November 30<sup>th</sup> pay date falls on or near a holiday week, the deadline for payroll submission may change from our regularly scheduled deadline of the 15<sup>th</sup>.

- A “work week” begins on Monday and ends on Sunday, (District employees work M-F)
- Payroll periods begin on Monday and end on Sunday
- **ALL** additional time worked, overtime and absences are recorded in payroll and paid using this pay schedule. **Salaries are calculated on a 12-month pay cycle and are not subject to this pay schedule.**
  - *Example:* Cum day taken between, October 14<sup>th</sup> – November 11<sup>th</sup> will post on the November 30<sup>th</sup> payroll.
  - *Example:* Any additional time or overtime worked between, October 15<sup>th</sup> – November 10<sup>th</sup> will post on the November 29<sup>th</sup> payroll.
- **ALL payroll or items relating to payroll must be submitted to the Payroll Department by the end of business on the 15<sup>TH</sup> of EVERY MONTH**
  - *IF* the 15<sup>th</sup> falls on a weekend, then the deadline is the end of business on Friday or (working day) before.