

## 2016-2017 PAYROLL SCHEDULE

Time Sheets are due *in* the payroll office by **NOON** on the date indicated. Please hand deliver so they arrive on time.

*Please note that all pay and due dates are tentative and subject to change*

MONTH	CLASSIFIED HOURLY TIME SHEET DUE	CLASSIFIED HOURLY PAYDATE	CLASSIFIED MONTHLY TIME SHEET DUE	CLASSIFIED MONTHLY PAYDATE	CERTIFICATED MONTHLY TIME SHEET DUE	CERTIFICATED MONTHLY PAYDATE	CERTIFICATED MONTHLY PAYDATE	CERTIFICATED SUBS & HOME TEACHER
AUGUST	15TH (8/1-8/15) 31ST (8/16-8/31)	8/25 9/9	ESA 31ST (8/1-8/31)	8/25 9/9	8/25-8/31 DUE 8/25	9/1		
SEPTEMBER	15TH (9/1 - 9/15) 30TH (9/16 - 9/30)	9/23 10/10	ESA 30TH (9/1 - 9/30)	9/23 10/10	9/1-9/16 DUE 9/16	10/3	DUE 9/23 PAY 10/5	
OCTOBER	14TH (10/1 - 10/15) 31ST (10/16 - 10/31)	10/25 11/10	ESA 31ST (10/1 - 10/31)	10/25 11/10	9/19-10/14 DUE 10/14	11/1	DUE 10/25 PAY 11/4	
NOVEMBER	15TH (11/1 - 11/15) 30TH (11/16 - 11/30)	11/22 12/9	ESA 30TH (11/1 - 11/30)	11/22 12/9	10/17-11/18 DUE 11/18	12/1	DUE 11/22 PAY 12/5	
DECEMBER	15TH (12/1 - 12/15) 22ND (12/16 - 12/31)	12/22 1/10	ESA 22ND (12/1 - 12/31)	12/22 1/10	11/21-12/16 DUE 12/16	1/3	DUE 12/22 1/5	
JANUARY	13TH (1/1 - 1/15) 31ST (1/16 - 1/31)	1/25 2/10	ESA 31ST (1/1 - 1/31)	1/25 2/10	12/19-1/20 DUE 1/20	2/1	DUE 1/25 PAY 2/3	
FEBRUARY	15TH (2/1 - 2/15) 28TH (2/16 - 2/28)	2/24 3/10	ESA 28TH (2/1 - 2/28)	2/24 3/10	1/23-2/15 DUE 2/15	3/1	DUE 2/24 PAY 3/3	
MARCH	15TH (3/1 - 3/15) 31ST (3/16 - 3/31)	3/24 4/10	ESA 31ST (3/1 - 3/31)	3/24 4/10	2/21-3/17 DUE 3/17	4/3	DUE 3/24 PAY 4/5	
APRIL	7TH (4/1 - 4/15) 28TH (4/16 - 4/30)	4/25 5/10	ESA 28TH (4/1 - 4/30)	4/25 5/10	3/20-4/7 DUE 4/7	5/1	DUE 4/25 PAY 5/5	
MAY	15TH (5/1 - 5/15) 31ST (5/16 - 5/31)	5/25 6/9	ESA 31ST (5/1 - 5/31)	5/25 6/9	4/18-5/19 DUE 5/19	6/1	DUE 5/25 PAY 6/5	
JUNE	15TH (6/1 - 6/15) 30TH IF WORKING	6/23 7/10	ESA 30TH (6/1 - 6/30)	6/23 7/10	5/22-6/16 DUE 6/16	7/3	DUE 6/16 PAY 7/5	

**\* ALL PAYROLL FORMS AND TIME SHEETS MUST BE SIGNED, BY BOTH EMPLOYEE AND SUPERVISOR. FORMS WITHOUT SIGNATURES WILL NOT BE PROCESSED**