

## PAYROLL SCHEDULE 2017-2018 SCHOOL YEAR

PAY DATE: MONTH	DATE	DAY	PAYROLL NUMBER		PAYROLL NUMBER	PAYROLL NUMBER		TIME SHEET DEADLINE DATE	
			ADMIN & PRINCIPAL		INSTRUCTIONAL	NON-INSTRUCTIONAL			
			12M	10 M	10 MONTHS	12 MO	10 MO		
JULY 2017	13	THURS	1					6/30/2017	
JULY	27	THURS	2					7/14/2017	
AUGUST	10	THURS	3					7/28/17	
AUGUST	24	THURS	4					8/11/2017	
SEPT	7	THURS	5	1	1		5	1	8/25/2017
SEPT	20	WED	6	2	2		6	2	9/8/2017
OCT	5	THURS	7	3	3		7	3	9/25/2017
OCT	19	THURS	8	4	4		8	4	10/6/2017
NOV	2	THURS	9	5	5		9	5	10/20/2017
NOV	16	THURS	10	6	6		10	6	11/3/2017
NOV	30	THURS	11	7	7		11	7	11/17/2017
DEC	14	THURS	12	8	8		12	8	12/1/2017
DEC	22	FRI	13	9	9		13	9	12/15/2017
JAN 2018	11	THURS	14	10	10		14	10	1/2/2018
JAN	25	THURS	15	11	11		15	11	1/12/2018
FEB	8	THURS	16	12	12		16	12	1/26/2018
FEB	16	FRI	17	13	13		17	13	2/9/2018
MARCH	8	THURS	18	14	14		18	14	2/26/2018
MARCH	22	THURS	19	15	15		19	15	3/9/2018
APRIL	5	THURS	20	16	16		20	16	3/23/2018
APRIL	19	THURS	21	17	17		21	17	4/9/2018
MAY	3	THURS	22	18	18		22	18	4/20/2018
MAY	17	THURS	23	19	19		23	19	5/4/2018
JUNE	1	FRI	24	20	20		24	20	5/18/2018
JUNE	14	THURS	25	21	21		25	21	6/1/2018
JUNE	28	THURS	26	22			26	22	6/15/2018
<b>TIME SHEETS MUST BE IN THE PAYROLL OFFICE BY THE TIME SHEET DEADLINE DATE TO INSURE PAYMENT</b>									
<b>ALL DIRECT DEPOSIT PARTICIPANTS: Please make note, due to some of the Holiday Schedules</b>									
there may <b>NOT</b> be enough time to process direct deposit. Should that happen, you will be									
given a <b>NEGOTIABLE CHECK. -- You will be notified in advance should this be the case.</b>									
<b>YOUR COOPERATION IS ESSENTIAL TO MEET PAYROLL DEADLINES</b>									