

MEMORANDUM

TO: ALL STAFF

FROM: Janice Kobesto & Christine Hammel

RE: 2017-2018 PAYDAYS

DATE: May 31, 2017

The following is a list of dates you must follow in order to meet the identified 2017-2018 pay days for all approved pay reports and overtime pay reports.

DATE OF REPORTS	MUST BE RECEIVED IN PAYROLL DEPT. BY:	2017-2018 PAYDAYS
	07/05/17	07/14/17
07/01 to 15/17	07/19/17	07/28/17
07/16 to 31/17	08/03/17	08/15/17
08/01 to 15/17	08/18/17	08/30/17
08/16 to 31/17	09/06/17	09/15/17
09/01 to 15/17	09/20/17	09/29/17
09/16 to 30/17	10/04/17	10/13/17
10/01 to 15/17	10/18/17	10/30/17
10/16 to 31/17	11/03/17	11/15/17
11/01 to 15/17	11/17/17	11/30/17
11/16 to 30/17	12/05/17	12/15/17
12/01 to 15/17	12/18/17	12/22/17
12/16 to 23/17	01/04/18	01/12/18
01/03 to 15/18	01/18/18	01/30/18
01/16 to 31/18	02/05/18	02/15/18
02/01 to 15/18	02/21/18	02/28/18
02/16 to 29/18	03/05/18	03/15/18
03/01 to 15/18	03/20/18	03/29/18
03/16 to 31/18	04/09/18	04/13/18
04/01 to 15/18	04/18/18	04/30/18
04/16 to 30/18	05/03/18	05/15/18
05/01 to 15/18	05/18/18	05/30/18
05/15 to 31/18	06/05/18	06/15/18
06/01 to 15/18	06/18/18	*06/22/18 10 mo emp. Only NO DIRECT DEPOSIT
06/01 to 15/18	06/19/18	06/29/18 12 mo emp. & Subs.

***SUBJECT TO FINAL CLOSE OF SCHOOL**

All Substitutes are paid as follows: If you work from the 1st to the 15th you are paid on the 30th, if you work from the 16th to the end of the month, you are paid the next month on the 15th.