

TO: ALL STAFF
 FROM: CARLY TROCCHIA
 RE: **PAYROLL DATES AND PROCEDURES FOR 2016-2017 yr.**
 DATE: August 4, 2016

In order to pay all part-time employees and employees earning stipends and overtime, the following schedule must be followed. All timesheets and names of those being paid stipends must be turned into the Board Office by **9:00 a.m.** on the date indicated below:

Principals, Directors and Supervisors are reminded that all timesheets and **timecards/timesheets must be checked, approved and initialed with the appropriate account numbers listed prior to their submittal to the Board Office. Please give yourself enough time before the deadline for your timesheet to be approved and signed by your supervisor.**

****You are also reminded that timesheets are to be submitted absolutely no later than one month following the date on which the services were rendered.**

<u>TIMESHEETS/STIPEND TURNED IN BY 9:00 A.M.</u>		<u>PAYDATES</u>	
July	6 20	July	14 28
August	8 23	August	15 30
September	8 23	September	15 30
October	7 21	October	14 28
November	7 22	November	15 30
December	2 15	December	9 22
January	6 23	January	13 30
February	8 21	February	15 28
March	8 23	March	15 30
April	3 21	April	7 28
May	8 23	May	15 30
June	2 13	June	9 20 (Tentative)