

TO: ALL STAFF
 FROM: CARLY TROCCHIA
 RE: PAYROLL DATES AND PROCEDURES FOR 2017-2018 yr.
 DATE: July 5, 2017

In order to pay all part-time employees and employees earning stipends and overtime, the following schedule must be followed. All timesheets MUST be entered in Frontline's Time and Attendance, and they MUST be approved by a supervisor prior to being paid. Time Sheets must be entered in Time and Attendance by 9 AM and then approved by the Supervisor by 9 AM:

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 SUBMITTED TO SUPERVISOR</u>		<u>TIMESHEETS APPROVED BY SUPERVISOR</u>		<u>PAYDATES</u>	
July	6 17	July	10 19	July	14 28
August	2 17	August	4 21	August	15 30
September	6 18	September	8 20	September	15 29
October	3 17	October	5 19	October	13 30
November	2 16	November	6 20	November	15 30
December	1 18	December	4 19	December	8 22
January	3 17	January	5 19	January	12 30
February	2 20	February	6 22	February	15 28
March	1 16	March	5 19	March	9 23
April	4 17	April	6 20	April	13 30
May	2 17	May	4 21	May	15 30
June	1 11	June	4 12	June	8 19 (Tentative)