

PAYROLL INFORMATION DUE DATES

Please follow the time table below for sending time cards and absentee/substitute reports to the Finance Office.

- The first date listed is the date of pay.
- The second date is the date all information is to be sent to the Finance Office.
- **Dates included** are the dates to be included on time cards (example: tutoring, detention, etc.) and absentee/substitute reports for that Payroll Date.

If you have any questions, please call Janice Hoke ext. 12268. Please post a copy of this sheet for employee/substitute reference. A copy of this and the substitute information due dates is also found on our Website under Staff/Finance Office Forms

PRINCIPALS: IN CASE OF INCLEMENT WEATHER, PLEASE BE SURE TIME CARDS FROM YOUR SCHOOL REACH THE FINANCE OFFICE ON THE DUE DATE.

Payroll Date: **7/14/2017**
Due at F.O.: 7/3/2017
Dates included: *Project 7/1 through 7/6 if employee prefers to split 7/28 pay check*

Payroll Date: **7/28/2017**
Due at F.O.: 7/11/2017
Dates included: 7/3 through 7/11

Payroll Date: **8/15/2017**
Due at F.O.: 7/24/2017
Dates included: 7/12 through 7/21

Payroll Date: **8/30/2017**
Due at F.O.: 8/14/2017
Dates included: 7/24 through 8/11

Payroll Date: **9/15/2017**
Due at F.O.: 8/28/2017
Dates included: 8/14 through 8/25

Payroll Date: **9/29/2017**
Due at F.O.: 9/11/2017
Dates included: 8/28 through 9/8

Payroll Date: **10/13/2017**
Due at F.O.: 9/25/2017
Dates included: 9/11 through 9/22

Payroll Date: **10/30/2017**
Due at F.O.: 10/9/2017
Dates included: 9/25 through 10/6

Payroll Date: **11/15/2017**
Due at F.O.: 10/23/2017
Dates included: 10/9 through 10/20

Payroll Date: **11/30/2017**
Due at F.O.: 11/6/2017
Dates included: 10/23 through 11/3

Payroll Date: **12/15/2017**
Due at F.O.: 11/17/2017
Dates included: 11/6 through 11/17

Payroll Date: **12/29/2017**
Due at F.O.: 12/4/2017
Dates included: 11/20 through 12/1

Payroll Date: **1/12/2018**
Due at F.O.: 12/15/2017
Dates included: **12/4 through 12/29**

Payroll Date: **1/30/2018**
Due at F.O.: 1/8/2018
Dates included: **1/1 through 1/5**

Payroll Date: **2/15/2018**
Due at F.O.: 1/29/2018
Dates included: 1/8 through 1/26

Payroll Date: **2/28/2018**
Due at F.O.: 2/12/2018
Dates included: 1/29 through 2/9

Payroll Date: **3/15/2018**
Due at F.O.: 2/26/2018
Dates included: 2/12 through 2/23

Payroll Date: **3/30/2018**
Due at F.O.: 3/12/2018
Dates included: 2/26 through 3/9

Payroll Date: **4/13/2018**
Due at F.O.: 3/26/2018
Dates included: 3/12 through 3/23

Payroll Date: **4/30/2018**
Due at F.O.: 4/9/2018
Dates included: 3/26 through 4/6

Payroll Date: **5/15/2018**
Due at F.O.: 4/23/2018
Dates included: 4/9 through 4/20

Payroll Date: **5/30/2018**
Due at F.O.: 5/7/2018
Dates included: 4/23 through 5/4

Payroll Date: **6/15/2018**
Due at F.O.: **5/21/2018**
Dates included: 5/7 through 5/25
Project thru May 25

Payroll Date: **6/29/2018**
Due at F.O.: 6/4/2018
Dates included: 5/28 through 6/30
Project time if applicable