

## **PAYROLL**

To allow sufficient time for both Payroll & Department Supervisors to review time sheets, payroll information should be sent to payroll according to the following schedule.

Signed hard copies should be given to your supervisor no later than the Due Date.

<b>Pay Period</b>	<b>Due Date</b>	<b>Pay Date</b>
Jul 30 - Sep 2	September 2, 2016	09/30/2016
Sep 3 – Sep 30	September 30, 2016	10/31/2016
Oct 1 – Oct 28	October 28, 2016	11/30/2016
Oct 29 – Nov 25	November 25, 2016	12/16/2016
Nov 26 – Dec 30	December 30, 2017	01/31/2017
Dec 31 – Jan 27	January 27, 2017	02/28/2017
Jan 28 – Mar 3	March 3, 2017	03/31/2017
Mar 4 – Mar 31	March 31, 2017	04/28/2017
Apr 1 – Apr 28	April 28, 2017	05/31/2017
Apr 29 – May 26	May 26, 2017	06/30/2017
May 27 – Jun 30	June 30, 2017	07/31/2017
Jul 1 – Jul 28	July 28, 2017	08/31/2017