

PAYROLL CUT OFF DATES
12 MONTH PAID ON LAST WORK DAY OF MONTH

BEGINNING DATES		CUT-OFF DATES	DUE TO PAYROLL NO LATER THAN:	PAY DATE
			ANYTHING TURNED IN AFTER THIS DATE WILL BE PAID ON THE NEXT MONTH'S PAY	
May 8, 2017	THROUGH	June 11, 2017	June 16, 2017	June 30, 2017
June 12, 2017	THROUGH	July 9, 2017	July 14, 2017	July 31, 2017
July 10, 2017	THROUGH	August 13, 2017	August 18, 2017	August 31, 2017
August 14, 2017	THROUGH	September 10, 2017	September 15, 2017	September 29, 2017
September 11, 2017	THROUGH	October 8, 2017	October 13, 2017	October 31, 2017
October 9, 2017	THROUGH	November 5, 2017	November 10, 2017	November 30, 2017
November 6, 2017	THROUGH	December 10, 2017	December 15, 2017	December 29, 2017
December 11, 2017	THROUGH	January 14, 2018	January 19, 2018	January 31, 2018
January 15, 2018	THROUGH	February 11, 2018	February 15, 2018	February 28, 2018
February 12, 2018	THROUGH	March 11, 2018	March 15, 2018	March 29, 2018
March 12, 2018	THROUGH	April 8, 2018	April 12, 2018	April 30, 2018
April 9, 2018	THROUGH	May 6, 2018	May 10, 2018	May 31, 2018
May 7, 2018	THROUGH	June 10, 2018	June 14, 2018	June 29, 2018
June 11, 2018	THROUGH	July 8, 2018	July 12, 2018	July 31, 2018
July 9, 2018	THROUGH	August 12, 2018	August 16, 2018	August 31, 2018
August 13, 2018	THROUGH	September 9, 2018	September 13, 2018	September 28, 2018
September 10, 2018	THROUGH	October 7, 2018	October 11, 2018	October 31, 2018
October 8, 2018	THROUGH	November 4, 2018	November 8, 2018	November 30, 2018
November 5, 2018	THROUGH	December 9, 2018	December 13, 2018	December 31, 2018
December 10, 2018	THROUGH	January 13, 2019	January 17, 2019	January 31, 2019

EMPLOYEES PAID END

ADMINISTRATORS	12 MO CUSTODIANS	MAINTENANCE
12 MO. CAFÉ WORKERS	TREASURERS	ADMIN. ASST'S

TIME SHEETS RECORD TIME WORKED, LEAVES, SICK, VACATION, OVERTIME ETC.
12 month employees divide their contract pay over 12 months and that is your pay each month. Hours not worked that are on your contract are reported using the cut off dates.

**** Does not Determine your pay check.**

EXCEPTIONS: NON CONTRACT PAY AND EVENT SCHEDULES

They are paid using the cut off dates, by program and rate paid for that program.