



2015-2016 PAYROLL CUT-OFF DAYS

PLEASE NOTE: ALL TIME, INCLUDING ANY EXTRA DUTY PRINCIPAL'S MAY NEED TO TURN IN, MUST BE TURNED IN TO THE ADMINISTRATION OFFICE NO LATER THAN 10:00 AM ON THE DAY FOLLOWING CUT-OFF. IT IS IMPORTANT TO NOTE: WHEN YOU FAIL TO REPORT ANYONE'S TIME, INCLUDING EXTRA DUTY, BY THE CUT-OFF DAYS LISTED BELOW THE EMPLOYEE WILL NOT BE PAID UNTIL THE NEXT PAY PERIOD. PLEASE HAVE PRINCIPALS SIGN OFF ON ANY EXTRA DUTY PAY. IF YOU WOULD LIKE TO CONTINUE TO EMAIL YOUR SUB LIST TO ME THE DAY OF CUT OFF THAT WOULD BE GREATLY APPRECIATED. WHEN THE PAY PERIOD FALLS ON A WEEKEND OR A MONDAY, CHECKS WILL BE RELEASED ON THE FRIDAY PRIOR TO THAT DATE. PAYROLL CHECKS WILL BE RELEASED NO EARLIER THAN 10:00 AM ON EACH PAYDAY.

CHECKS NOT PICKED UP BY 1:30 PM ON PAYDAY WILL BE MAILED AS THE POST OFFICE CLOSES EARLY NOW.

CUT-OFF DATES	PAYDAY
AUGUST 28, 2015	SEPTEMBER 15, 2015
SEPTEMBER 11, 2015	SEPTEMBER 30, 2015
SEPTEMBER 25, 2015	OCTOBER 15, 2015
OCTOBER 09, 2015	OCTOBER 30, 2015
OCTOBER 23, 2015	NOVEMBER 13, 2015
NOVEMBER 06, 2015	NOVEMBER 20, 2015
NOVEMBER 20, 2015	DECEMBER 11, 2015
DECEMBER 04, 2015	DECEMBER 18, 2015
DECEMBER 18, 2015	JANUARY 15, 2016
JANUARY 15, 2016	JANUARY 29, 2016
JANUARY 29, 2016	FEBRUARY 12, 2016
FEBRUARY 12, 2016	FEBRUARY 26, 2016
FEBRUARY 26, 2016	MARCH 11, 2016
MARCH 11, 2016	MARCH 30, 2016
MARCH 25, 2016	APRIL 15, 2016
APRIL 08, 2016	APRIL 29, 2016
APRIL 22, 2016	MAY 13, 2016
MAY 06, 2016	MAY 27, 2016
MAY 20, 2016	JUNE 15, 2016
JUNE 03, 2016	JUNE 30, 2016
JUNE 16, 2016	JULY 14, 2016
JULY 07, 2016	JULY 28, 2016
JULY 21, 2016	AUGUST 12, 2016
AUGUST 11, 2016	AUGUST 30, 2016

CUTOFF DATES AND PAYDATES ARE SUBJECT TO CHANGE AS NEEDED.