

2016-2017 Time Sheet Schedule for Payroll

Time Sheets Due to Payroll	Dates Worked	Payroll Date	Time Sheets Due to Payroll	Dates Worked	Payroll Date
July 1	Jun 16-30	July 15	July 16	Jul 1-15	July 29
Aug 1	Jul 16-31	Aug 15	Aug 16	Aug 1-15	Aug 30
Sep 1	Aug 16-31	Sep 15	Sep 16	Sep 1-15	Sep 30
Oct 3	Sep 16-30	Oct 14	Oct 17	Oct 1-15	Oct 28
Nov 1	Oct 16-31	Nov 15	Nov 16	Nov 1-15	Nov 30
Dec 1	Nov 16-30	Dec 15	Dec 16	Dec 1-15	Dec 23
Jan 9	Dec 16-31	Jan 13	Jan 17	Jan 1-15	Jan 30
Feb 1	Jan 17-31	Feb 15	Feb 16	Feb 1-15	Feb 28
Mar 1	Feb 16-28	Mar 15	Mar 16	Mar 1-15	Mar 30
Apr 3	Mar 16-31	Apr 14	Apr 17	Apr 1-15	Apr 28
May 1	Apr 16-30	May 15	May 16	May 1-15	May 30
Jun 1	May 16-31	June 15	Jun 16	Jun 1-15	Jun 30

Time sheets are due for approval signatures on pay days.

Please note: dates are subject to change

Please contact Christie Howard in payroll for any questions. Ext 1609