



## 2016-2017 Payroll Calendar

July 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### Monthly Payroll Dates

*There may be exceptions to these dates*

- |                       |                      |
|-----------------------|----------------------|
| 1) August 26, 2016    | 7) February 27, 2017 |
| 2) September 26, 2016 | 8) March 27, 2017    |
| 3) October 26, 2016   | 9) April 26, 2017    |
| 4) November 22, 2016  | 10) May 26, 2017     |
| 5) December 23, 2016  | 11) June 26, 2017    |
| 6) January 26, 2017   | 12) July 26, 2017    |

### Leave Time/Substitute Pay Cut Off Dates

*Substitutes are paid on Monthly Payroll Dates*

- |                             |                              |
|-----------------------------|------------------------------|
| 1) <b>07/01/16-08/10/16</b> | 7) 01/11/17-02/10/17         |
| 2) 08/11/16-09/10/16        | 8) 02/11/17-03/10/17         |
| 3) 09/11/16-10/10/16        | 9) 03/11/17-04/10/17         |
| 4) 10/11/16-11/10/16        | 10) 04/11/17-05/10/17        |
| 5) 11/11/16-12/10/16        | 11) 05/11/17-06/10/17        |
| 6) 12/11/16-01/10/17        | 12) <b>06/11/17-06/30/17</b> |

### Stipend Payment Due Dates Schedule

*Payroll must have completed and approved stipend*

*time sheets by the dates shown to be paid that month*

- |               |                     |
|---------------|---------------------|
| 1) 8/15/2016  | 7) 2/15/2017        |
| 2) 9/15/2016  | 8) 3/15/2017        |
| 3) 10/13/2016 | 9) 4/18/2017        |
| 4) 11/14/2016 | 10) 5/15/2017       |
| 5) 12/12/2016 | 11) 6/14/2017       |
| 6) 1/13/2017  | 12) <b>7/5/2017</b> |

### Download Leave & Substitute Data

*(will begin at 8:00 am on the dates shown below)*

*\*Secretaries: Should you miss cut-off time-you must notify payroll.\**

- |                       |                         |
|-----------------------|-------------------------|
| 1) August 16, 2016    | 7) February 15, 2017    |
| 2) September 15, 2016 | 8) March 16, 2017       |
| 3) October 14, 2016   | 9) April 18, 2017       |
| 4) November 14, 2016  | 10) May 15, 2017        |
| 5) December 12, 2016  | 11) June 14, 2017       |
| 6) January 17, 2017   | 12) <b>July 5, 2017</b> |

### Contact Information:

*email is the preferred form of communication*

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Travel/Mileage/Expense reimbursement requests to be turned in to Business Dept by the 5th of the month following travel & will be direct deposited on or around the 15th.

January 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	