



## 2016-2017 Semi Monthly 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

### Semi Monthly Payroll Dates

*There may be exceptions to these scheduled dates*

- |                       |                       |
|-----------------------|-----------------------|
| 1) July 14, 2016      | 13) January 13, 2017  |
| 2) July 28, 2016      | 14) January 27, 2017  |
| 3) August 15, 2016    | 15) February 14, 2017 |
| 4) August 29, 2016    | 16) February 27, 2017 |
| 5) September 14, 2016 | 17) March 14, 2017    |
| 6) September 28, 2016 | 18) March 28, 2017    |
| 7) October 14, 2016   | 19) April 13, 2017    |
| 8) October 28, 2016   | 20) April 28, 2017    |
| 9) November 14, 2016  | 21) May 15, 2017      |
| 10) November 23, 2016 | 22) May 26, 2017      |
| 11) December 14, 2016 | 23) June 14, 2017     |
| 12) December 23, 2016 | 24) June 28, 2017     |

### Leave Time Dates per Pay Period

- |                       |                       |
|-----------------------|-----------------------|
| 1) None               | 13) 12/16/16-12/31/16 |
| 2) 7/01/16-07/15/16   | 14) 01/01/17-01/15/17 |
| 3) 07/16/16-07/31/16  | 15) 01/16/17-01/31/17 |
| 4) 08/01/16-08/15/16  | 16) 02/01/17-02/15/17 |
| 5) 08/16/16-08/31/16  | 17) 02/16/17-02/28/17 |
| 6) 09/01/16-09/15/16  | 18) 03/01/17-03/15/17 |
| 7) 09/16/16-09/30/16  | 19) 03/16/17-03/31/17 |
| 8) 10/01/16-10/15/16  | 20) 04/01/17-04/15/17 |
| 9) 10/16/16-10/31/16  | 21) 04/16/17-04/30/17 |
| 10) 11/01/16-11/15/16 | 22) 05/01/17-05/15/17 |
| 11) 11/16/16-11/30/16 | 23) 05/16/17-05/31/17 |
| 12) 12/01/16-12/15/16 | 24) 06/01/17-06/30/17 |

### Part-time Time Sheets paid on 14th & 28th:

1st - 15th cutoff - due 17th - paid on 28th  
 16th - 31st cutoff - due 2nd - paid on 14th

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.

### Contact Information:

*email is the preferred form of communication*

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**Barbra Guyon**, Chief Financial Officer

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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	