

2016-17 Fiscal Year Payroll Due Dates

SEPTEMBER 2016*

- 2 Absences, hourly/overtime and supplemental time reports due charged to 2015-16 Budget (from 8/31/16 cutoff)
- 10 Cut-off for absences, time sheets, supplemental (TRI, Building, Event, Parent Teacher Conf, Volunteer, etc.), Direct Deposit, W-4's and Tax Sheltered Accounts-403(b) changes.
- 30 Pay Day

OCTOBER 2016

- 10 Cut-off for absences, time sheets, supplemental (TRI, Building, Event, Parent Teacher Conf, Volunteer, etc.), Direct Deposit, W-4's and Tax Sheltered Accounts-403(b) changes.
- 31 Pay Day

NOVEMBER 2016

- 10 Cut-off for absences, time sheets, supplemental (TRI, Building, Event, Parent Teacher Conf, Volunteer, etc.), Direct Deposit, W-4's and Tax Sheltered Accounts-403(b) changes.
- 30 Pay Day

DECEMBER 2016*

- 10 Cut-off for absences, time sheets, supplemental (TRI, Building, Event, Parent Teacher Conf, Volunteer, etc.), Direct Deposit, W-4's and Tax Sheltered Accounts-403(b) changes.
- 29 Pay Day

JANUARY 2017

- 10 Cut-off for absences, time sheets, supplemental (TRI, Building, Event, Parent Teacher Conf, Volunteer, etc.), Direct Deposit, W-4's and Tax Sheltered Accounts-403(b) changes.
- 31 Pay Day

FEBRUARY 2017

- 10 Cut-off for absences, time sheets, supplemental (TRI, Building, Event, Parent Teacher Conf, Volunteer, etc.), Direct Deposit, W-4's and Tax Sheltered Accounts-403(b) changes.
- 28 Pay Day

MARCH 2017

- 10 Cut-off for absences, time sheets, supplemental (TRI, Building, Event, Parent Teacher Conf, Volunteer, etc.), Direct Deposit, W-4's and Tax Sheltered Accounts-403(b) changes.
- 31 Pay Day

APRIL 2017

- 10 Cut-off for absences, time sheets, supplemental (TRI, Building, Event, Parent Teacher Conf, Volunteer, etc.), Direct Deposit, W-4's and Tax Sheltered Accounts-403(b) changes.
- 28 Pay Day

MAY 2017

- 10 Cut-off for absences, time sheets, supplemental (TRI, Building, Event, Parent Teacher Conf, Volunteer, etc.), Direct Deposit, W-4's and Tax Sheltered Accounts-403(b) changes.
- 31 Pay Day

JUNE 2017*

- 10 Cut-off for absences, time sheets, supplemental (TRI, Building, Event, Parent Teacher Conf, Volunteer, etc.), Direct Deposit, W-4's and Tax Sheltered Accounts-403(b) changes.
- 30 Pay Day

JULY 2017

- 10 Cut-off for absences, time sheets, supplemental (TRI, Building, Event, Parent Teacher Conf, Volunteer, etc.), Direct Deposit, W-4's and Tax Sheltered Accounts-403(b) changes.
- 31 Pay Day

AUGUST 2017

- 10 Cut-off for absences, time sheets, supplemental (TRI, Building, Event, Parent Teacher Conf, Volunteer, etc.), Direct Deposit, W-4's and Tax Sheltered Accounts-403(b) changes.
- 31 Pay Day

SEPTEMBER 2017

- 5 Timesheets, hourly/overtime and supplemental time reports due charged to 2016-17 Budget (from August 31 cutoff)

**If the 10th falls on a Saturday/Sunday, all forms are due to payroll the Friday before by 4:30 p.m.*