

2017-2018 PAYROLL SCHEDULE

Time Sheets are due *in* the payroll office by **NOON** on the date indicated. Please hand deliver so they arrive on time.

Please note that all pay and due dates are tentative and subject to change

MONTH	CLASSIFIED HOURLY TIME SHEET DUE	CLASSIFIED HOURLY PAYDATE	CLASSIFIED MONTHLY TIME SHEET DUE	CLASSIFIED MONTHLY PAYDATE	CERTIFICATED MONTHLY TIME SHEET DUE	CERTIFICATED MONTHLY PAYDATE	CERTIFICATED SUBS & HOME TEACHER
AUGUST	15TH (8/1-8/15) 31ST (8/16-8/31)	8/25 9/8	ESA 31ST (8/1-8/31)	8/25 9/8	8/21-8/23 DUE 8/23	9/1	
SEPTEMBER	15TH (9/1 - 9/15) 30TH (9/16 - 9/30)	9/25 10/10	ESA 30TH (9/1 - 9/30)	9/25 10/10	8/24-9/15 DUE 9/15	10/2	DUE 9/25 PAY 10/5
OCTOBER	13TH (10/1 - 10/15) 31ST (10/16 - 10/31)	10/25 11/9	ESA 31ST (10/1 - 10/31)	10/25 11/9	9/18-10/20 DUE 10/20	11/1	DUE 10/25 11/3
NOVEMBER	15TH (11/1 - 11/15) 30TH (11/16 - 11/30)	11/21 12/8	ESA 30TH (11/1 - 11/30)	11/21 12/8	10/21-11/15 DUE 11/17	12/1	DUE 11/17 PAY 12/5
DECEMBER	15TH (12/1 - 12/15) 21ST (12/16 - 12/31)	12/22 1/10	ESA 221ST (12/1 - 12/31)	12/22 1/10	11/27-12/15 DUE 12/16	1/3	DUE 12/21 1/5
JANUARY	12TH (1/1 - 1/15) 31ST (1/16 - 1/31)	1/25 2/9	ESA 31ST (1/1 - 1/31)	1/25 2/9	12/18-1/19 DUE 1/19	2/1	DUE 1/25 5-Feb
FEBRUARY	15TH (2/1 - 2/15) 28TH (2/16 - 2/28)	2/23 3/9	ESA 28TH (2/1 - 2/28)	2/23 3/9	1/22-2/16 DUE 2/16	3/1	DUE 2/16 5-Mar
MARCH	15TH (3/1 - 3/15) 29TH (3/16 - 3/31)	3/23 4/10	ESA 29TH (3/1 - 3/31)	3/23 4/10	2/26-3/16 DUE 3/16	4/2	DUE 3/23 PAY 4/5
APRIL	13TH (4/1 - 4/15) 30TH (4/16 - 4/30)	4/25 5/10	ESA 30TH (4/16 - 4/30)	4/25 5/10	3/19-4/13 DUE 4/13	5/1	DUE 4/25 4-May
MAY	15TH (5/1 - 5/15) 31ST (5/16 - 5/31)	5/25 6/8	ESA 31ST (5/1 - 5/31)	5/25 6/8	4/16-5/18 DUE 5/18	6/1	DUE 5/25 PAY 6/5
JUNE	15TH (6/1 - 6/15) 29TH IF WORKING	6/25 7/10	ESA 29TH (6/1 - 6/30)	6/25 7/10	5/21-6/15 DUE 6/15	7/2	DUE 6/14 PAY 7/5

*** ALL PAYROLL FORMS AND TIME SHEETS MUST BE SIGNED, BY BOTH EMPLOYEE AND SUPERVISOR.
FORMS WITHOUT SIGNATURES WILL NOT BE PROCESSED**