

2015 - 2016

Auxiliary Staff Pay Periods and Pay Dates

Pay periods are **almost** always 14 days and run from Saturday through Friday.

Note: **Five working days** are required to process payroll. This minimizes errors, helps employees check for accuracy and assures that overtime is paid properly.

Pay Date	Payment Periods (beginning dates)	Payment Periods (ending dates)	Number of Days	Documentation Due
15-Sep-2015	22-Aug-2015	4-Sep-2015	14 Days	7-Sep-2015
30-Sep-2015	5-Sep-2015	18-Sep-2014	14 Days	21-Sep-2015
15-Oct-2015	19-Sep-2015	2-Oct-2015	14 Days	5-Oct-2015
30-Oct-2015	3-Oct-2015	16-Oct-2015	14 Days	19-Oct-2015
16-Nov-2015	17-Oct-2015	30-Oct 2015	14 Days	2-Nov-2015
30-Nov-2015	31-Oct-2015	13-Nov-2015	14 Days	16-Nov-2015
15-Dec-2015	14-Nov-2015	27-Nov-2015	14 Days	30-Nov-2015
30-Dec-2015	28-Nov-2015	11-Dec-2015	14 Days	14-Dec-2014
15-Jan-2016	12-Dec-2015	1-Jan-2016	21 Days	4-Jan-2016
29-Jan-2016	2-Jan-2016	15-Jan-2016	14 Days	19-Jan-2016
12-Feb-2016	16-Jan-2016	29-Jan-2016	14 Days	1-Feb-2016
29-Feb-2016	30-Jan-2016	12-Feb-2016	14 Days	16-Feb-2016
15-Mar-2016	13-Feb-2016	26-Feb-2016	14 Days	29-Feb-2016
30-Mar-2016	27-Feb-2016	18-Mar-2016	21 Days	21-Mar-2016
15-Apr-2016	19-Mar-2016	1-Apr-2016	14 Days	4-Apr-2016
29-Apr-2016	2-Apr-2016	15-Apr-2016	14 Days	18-Apr-2016
16-May-2016	16-Apr-2016	29-Apr-2016	14 Days	2-May-2016
27-May-2016	30-Apr-2016	13-May-2016	14 Days	16-May-2016
15-Jun-2016	14-May-2016	3-Jun-2016	21 Days	6-Jun-2016
30-Jun-2016	4-Jun-2016	17-Jun-2016	14 Days	20-Jun-2016
15-Jul-2016	18-Jun-2016	1-Jul-2016	14 Days	5-Jul-2016
29-Jul-2016	2-Jul-2016	15-Jul-2016	14 Days	18-Jul-2016
15-Aug-2016	16-Jul-2016	29-Jul-2016	14 Days	1-Aug-2016
30-Aug-2016	30-Jul-2016	19-Aug-2016	21 Days	22-Aug-2016

For Direct Deposit, the District must transmit two days prior to the pay date. For this reason the documentation due dates are not negotiable. The Payroll Department must have all of your documentation by 4:30 on that date or the hours for that pay period **will not** be processed. Thank you in advance for your cooperation in this matter.