

## 2016 - 2017

### 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-2016	20-Aug-2016	2-Sep-2016	14 Days	6-Sep-2016
30-Sep-2016	3-Sep-2016	16-Sep-2016	14 Days	19-Sep-2016
14-Oct-2016	17-Sep-2016	30-Sep-2016	14 Days	3-Oct-2016
28-Oct-2016	1-Oct-2016	14-Oct-2016	14 Days	17-Oct-2016
15-Nov-2016	15-Oct-2016	28-Oct-2016	14 Days	31-Oct-2016
30-Nov-2016	29-Oct-2016	11-Nov-2016	14 Days	14-Nov-2016
15-Dec-2016	12-Nov-2016	25-Nov-2016	14 Days	28-Nov-2016
30-Dec-2016	26-Nov-2016	9-Dec-2016	14 Days	12-Dec-2016
13-Jan-2017	10-Dec-2016	30-Dec-2016	<b>21</b> Days	3-Jan-2017
30-Jan-2017	31-Dec-2016	13-Jan-2017	14 Days	17-Jan-2017
15-Feb-2017	14-Jan-2017	27-Jan-2017	14 Days	30-Jan-2017
28-Feb-2017	28-Jan-2017	10-Feb-2017	14 Days	13-Feb-2017
15-Mar-2017	11-Feb-2017	24-Feb-2017	14 Days	27-Feb-2017
30-Mar-2017	25-Feb-2017	17-Mar-2017	<b>21</b> Days	20-Mar-2017
13-Apr-2017	18-Mar-2017	31-Mar-2017	14 Days	3-Apr-2017
28-Apr-2017	1-Apr-2017	14-Apr-2017	14 Days	17-Apr-2017
15-May-2017	15-Apr-2017	28-Apr-2017	14 Days	1-May-2017
30-May-2017	29-Apr-2017	12-May-2017	14 Days	15-May-2017
15-Jun-2017	13-May-2017	2-Jun-2017	<b>21</b> Days	5-Jun-2017
30-Jun-2017	3-Jun-2017	16-Jun-2017	14 Days	19-Jun-2017
14-Jul-2017	17-Jun-2017	30-Jun-2017	14 Days	3-Jul-2017
28-Jul-2017	1-Jul-2017	14-Jul-2017	14 Days	17-Jul-2017
15-Aug-2017	15-Jul-2017	28-Jul-2017	14 Days	31-Jul-2017
30-Aug-2017	29-Jul-2017	18-Aug-2017	21 Days	21-Aug-2017

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.