

2017 - 2018

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-2017	19-Aug-2017	1-Sep-2017	14 Days	5-Sep-2017
29-Sep-2017	2-Sep-2017	15-Sep-2017	14 Days	18-Sep-2017
13-Oct-2017	16-Sep-2017	29-Sep-2017	14 Days	2-Oct-2017
30-Oct-2017	30-Sep-2017	13-Oct-2017	14 Days	16-Oct-2017
15-Nov-2017	14-Oct-2017	27-Oct-2017	14 Days	30-Oct-2017
30-Nov-2017	28-Oct-2017	10-Nov-2017	14 Days	13-Nov-2017
15-Dec-2017	11-Nov-2017	25-Nov-2017	14 Days	28-Nov-2017
29-Dec-2017	26-Nov-2017	8-Dec-2017	14 Days	11-Dec-2017
12-Jan-2018	9-Dec-2017	29-Dec-2017	21 Days	3-Jan-2018
30-Jan-2018	30-Dec-2017	12-Jan-2018	14 Days	15-Jan-2018
15-Feb-2018	13-Jan-2018	26-Jan-2018	14 Days	29-Jan-2018
28-Feb-2018	27-Jan-2018	9-Feb-2018	14 Days	12-Feb-2018
15-Mar-2018	10-Feb-2018	23-Feb-2018	14 Days	26-Feb-2018
30-Mar-2018	24-Feb-2018	16-Mar-2018	21 Days	19-Mar-2018
13-Apr-2018	17-Mar-2018	30-Mar-2018	14 Days	2-Apr-2018
30-Apr-2018	31-Mar-2018	13-Apr-2018	14 Days	16-Apr-2018
15-May-2018	14-Apr-2018	27-Apr-2018	14 Days	30-Apr-2018
30-May-2018	28-Apr-2018	11-May-2018	14 Days	14-May-2018
15-Jun-2018	12-May-2018	1-Jun-2018	21 Days	4-Jun-2018
29-Jun-2018	2-Jun-2018	15-Jun-2018	14 Days	18-Jun-2018
13-Jul-2018	16-Jun-2018	29-Jun-2018	14 Days	2-Jul-2018
30-Jul-2018	30-Jun-2018	13-Jul-2018	14 Days	16-Jul-2018
15-Aug-2018	14-Jul-2018	27-Jul-2018	14 Days	30-Jul-2018
30-Aug-2018	28-Jul-2018	17-Aug-2018	21 Days	20-Aug-2018

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.