

NORTHFIELD PUBLIC SCHOOLS

AESOP EXTRACT DATES

2014-2015

<u>PAYROLL MONTH</u>	<u>PAYROLL CUT-OFF DATE</u>	<u>AESOP EXTRACT DATE</u>
July 2014	Monday, June 30 Tuesday, July 15	Thursday, July 3 Friday, July 18
Aug. 2014	Wednesday, July 30 Friday, August 15	Monday, August 4 Wednesday, August 20
Sept. 2014	Friday, August 29 Monday, September 15	Wednesday, September 3 Thursday, September 18
Oct. 2014	Tuesday, September 30 Wednesday, October 15	Friday, October 3 Tuesday, October 21
Nov. 2014	Thursday, October 30 Friday, November 14	Tuesday, November 4 Wednesday, November 19
Dec. 2014	Friday, November 28 Monday, December 15	Wednesday, December 3 Thursday, December 18
Jan. 2015	Tuesday, December 30 Thursday, January 15	Tuesday, January 6 Tuesday, January 20
Feb. 2015	Friday, January 30 Friday, February 13	Wednesday, February 4 Wednesday, February 18
Mar. 2015	Friday, February 27 Friday, March 13	Wednesday, March 4 Wednesday, March 18
Apr. 2015	Monday, March 30 Wednesday, April 15	Thursday, April 2 Monday, April 20
May 2015	Thursday, April 30 Friday, May 15	Tuesday, May 5 Wednesday, May 20
June 2015	Friday, May 29 Monday, June 15	Wednesday, June 3 Thursday, June 18

ALL ABSENCE RECONCILIATIONS WILL NEED TO BE DONE BY THE END OF THE DAY OF THE SECOND BUSINESS DAY PAST THE PAYROLL DATE. ALL ABSENCE INFORMATION WILL BE EXTRACTED FROM THE AESOP SYSTEM AND LOADED INTO THE SMART HR SYSTEM ON THE MORNING OF **THIRD BUSINESS DAY** PAST THE PAYROLL DATE.