

NORTHFIELD PUBLIC SCHOOLS

2015-16 PAYROLL CALENDAR

Pay Day	Payroll Period		Time Clock Plus Employee Approval Deadline	Time Clock Plus Supervisor Approval Deadline
July 15, 2015	6/16/15 - 6/30/15		Wednesday, July 1st	Monday, July 6th
July 30, 2015	7/1/15 - 7/15/15		Thursday, July 16th	Monday, July 20th
August 14, 2015	7/16/15 - 7/30/15		Friday, July 31st	Tuesday, August 4th
August 28, 2015	7/31/15 - 8/14/15		Monday, August 17th	Wednesday, August 19th
September 15, 2015	8/15/15 - 8/28/15		Monday, August 31st	Wednesday, September 2nd
September 30, 2015	8/29/15 - 9/15/15	*	Wednesday, September 16th	Friday, September 18th
October 15, 2015	9/16/15 - 9/30/15	*	Thursday, October 1st	Monday, October 5th
October 30, 2015	10/1/15 - 10/15/15	*	Monday, October 19th	Wednesday, October 21st
November 13, 2015	10/16/15 - 10/30/15	*	Monday, November 2nd	Wednesday, November 4th
November 30, 2015	10/31/15 - 11/13/15	*	Monday, November 16th	Tuesday, November 17th**
December 15, 2015	11/14/15 - 11/30/15	*	Tuesday, December 1st	Thursday, December 3rd
December 30, 2015	12/1/15 - 12/15/15	*	Wednesday, December 16th	Thursday, December 17th**
January 15, 2016	12/16/15 - 12/30/15		Thursday, December 31st	Monday, January 4th
January 29, 2016	12/31/15 - 1/15/16	*	Tuesday, January 19th	Thursday, January 21st
February 12, 2016	1/16/16 - 1/29/16	*	Tuesday, February 2nd	Thursday, February 4th
February 29, 2016	1/30/16 - 2/12/16	*	Monday, February 15th	Wednesday, February 17th
March 15, 2016	2/13/16 - 2/29/16	*	Tuesday, March 1st	Thursday, March 3rd
March 30, 2016	3/1/16 - 3/15/16	*	Wednesday, March 16th	Friday, March 18th
April 15, 2016	3/16/16 - 3/30/16		Thursday, March 31st	Monday, April 4th
April 29, 2016	3/31/16 - 4/15/16	*	Monday, April 18th	Wednesday, April 20th
May 13, 2016	4/16/16 - 4/29/16	*	Monday, May 2nd	Wednesday, May 4th
May 27, 2016	4/30/16 - 5/13/16	*	Monday, May 16th	Wednesday, May 18th
June 15, 2016	5/14/16 - 5/27/16	*	Tuesday, May 31st	Thursday, June 2nd
June 30, 2016	5/28/16 - 6/15/16		Thursday, June 16th	Monday, June 20th

NOTES:

1) ALL PAYROLL DOCUMENTATION MUST BE RECEIVED IN THE DISTRICT OFFICE ON THE AFTERNOON OF THE FOURTH BUSINESS DAY FOLLOWING THE LAST DAY OF THE PAYROLL PERIOD TO GUARANTEE PAYMENT.

2) SUPERVISORS ARE RESPONSIBLE FOR MEETING THIS DEADLINE

3) INCOMPLETE PAYROLL DOCUMENTATION WILL BE RETURNED AT THE DISCRETION OF THE PAYROLL SPECIALIST

* - THESE PAY DAYS WILL HAVE BENEFIT DEDUCTIONS FOR HOURLY STAFF WHO WORK PRIMARILY ON STUDENT CONTACT DAYS

** - PLEASE NOTE A CHANGE IN THE TYPICAL APPROVAL DATE STRUCTURE