

NORTHFIELD PUBLIC SCHOOLS

2016-17 PAYROLL CALENDAR

Pay Day	Payroll Period		Time Clock Plus Employee Approval Deadline	Time Clock Plus Supervisor Approval Deadline
July 15, 2016	6/16/16 - 6/30/16		Friday, July 1st	Wednesday, July 6th
July 29, 2016	7/1/16 - 7/15/16		Monday, July 18th	Wednesday, July 20th
August 15, 2016	7/16/16 - 7/29/16		Monday, August 1st	Wednesday, August 3rd
August 30, 2016	7/30/16 - 8/15/16		Tuesday, August 16th	Thursday, August 18th
September 15, 2016	8/16/16 - 8/30/16		Wednesday, August 31st	Friday, September 2nd
September 30, 2016	8/31/16 - 9/15/16	*	Friday, September 16th	Tuesday, September 20th
October 14, 2016	9/16/16 - 9/30/16	*	Monday, October 3rd	Wednesday, October 5th
October 28, 2016	10/1/16 - 10/14/16	*	Monday, October 17th	Wednesday, October 19th
November 15, 2016	10/15/16 - 10/28/16	*	Monday, October 31st	Wednesday, November 2nd
November 30, 2016	10/29/16 - 11/15/16	*	Wednesday, November 16th	Thursday, November 17th**
December 15, 2016	11/16/16 - 11/30/16	*	Thursday, December 1st	Monday, December 5th
December 30, 2016	12/1/16 - 12/15/16	*	Friday, December 16th	Monday, December 19th**
January 13, 2017	12/16/16 - 12/30/16		Tuesday, January 3rd	Wednesday, January 4th**
January 30, 2017	12/31/16 - 1/13/17	*	Tuesday, January 17th	Wednesday, January 18th**
February 15, 2017	1/14/17 - 1/30/17	*	Tuesday, January 31st	Thursday, February 2nd
February 28, 2017	1/31/17 - 2/15/17	*	Thursday, February 16th	Monday, February 20th
March 15, 2017	2/16/17 - 2/28/17	*	Wednesday, March 1st	Friday, March 3rd
March 30, 2017	3/1/17 - 3/15/17	*	Thursday, March 16th	Monday, March 20th
April 14, 2017	3/16/17 - 3/30/17		Friday, March 31st	Tuesday, April 4th
April 28, 2017	3/31/17 - 4/14/17	*	Monday, April 17th	Wednesday, April 19th
May 15, 2017	4/15/17 - 4/28/17	*	Monday, May 1st	Wednesday, May 3rd
May 30, 2017	4/29/17 - 5/15/17	*	Tuesday, May 16th	Thursday, May 18th
June 15, 2017	5/16/17 - 5/30/17	*	Wednesday, May 31st	Friday, June 2nd
June 30, 2017	5/31/17 - 6/15/17		Friday, June 16th	Tuesday, 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