

2017-2018 School Cutoff Dates for Time Sheets

<u>MONTH</u>	<u>CUTOFF DATE</u>
July 2017	July 29, 2017
August 2017	August 26, 2017
September 2017	September 30, 2017
October 2017	October 28, 2017
November 2017	November 25, 2017
December 2017	December 30, 2017
January 2018	January 27, 2018
February 2018	February 24, 2018
March 2018	March 31, 2018
April 2018	April 28, 2018
May 2018	May 26, 2018
June 2018	June 30, 2018

Each of these dates falls on the last Saturday of the month.

Submit the timesheets to the Payroll Department as soon after the cutoff date as possible.

The 2017-2018 calendar below, shows the above cutoff dates designated with a square. Payday for substitutes, and part-time employees without a work agreement will continue to be the 10th of each month, with the exception of July, August and September, which will pay on the 25th.

2017							2018							
JULY							OCTOBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	1	2	3	4	5	6	7	
2	3	4	5	6	7	8	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	29	30	31					
30	31													
AUGUST							NOVEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5				1	2	3	4		
6	7	8	9	10	11	12	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	19	20	21	22	23	24	25	
27	28	29	30	31			26	27	28	29	30			
SEPTEMBER							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2					1	2		
3	4	5	6	7	8	9	3	4	5	6	7	8	9	
10	11	12	13	14	15	16	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	17	18	19	20	21	22	23	
24	25	26	27	28	29	30	24	25	26	27	28	29	30	
							31							
JANUARY							APRIL							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6		1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	22	23	24	25	26	27	28	
28	29	30	31				29	30						
FEBRUARY							MAY							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3			1	2	3	4	5	
4	5	6	7	8	9	10	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	20	21	22	23	24	25	26	
25	26	27	28				27	28	29	30	31			
MARCH							JUNE							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3					1	2		
4	5	6	7	8	9	10	3	4	5	6	7	8	9	
11	12	13	14	15	16	17	10	11	12	13	14	15	16	
18	19	20	21	22	23	24	17	18	19	20	21	22	23	
25	26	27	28	29	30	31	24	25	26	27	28	29	30	