

FY 2017 MONTHLY LEAVE/PAYROLL CUTOFF SCHEDULE

PAY PERIODS			
FROM	THROUGH		PAYDAY
6/4/2016	6/30/2016	PART OF JULY PAYROLL	7/29/2016
		FINAL POSTING/END OF YEAR	
		ALL PAY AND LEAVE POSTED THRU JUNE 30	
7/1/2016	7/6/2016		7/29/2016
7/7/2016	8/5/2016		8/31/2016
8/6/2016	9/2/2016		9/30/2016
9/3/2016	10/3/2016		10/31/2016
10/4/2016	11/4/2016		11/30/2016
11/5/2016	12/2/2016		12/16/2016
12/3/2016	1/6/2017		1/31/2017
1/7/2017	2/3/2017		2/28/2017
2/4/2017	3/3/2017		3/24/2017
3/4/2017	4/7/2017		4/28/2017
4/8/2017	5/5/2017		5/31/2017
5/6/2017	6/2/2017		6/30/2017
6/3/2017	6/30/2017	PART OF JULY PAYROLL	7/31/2017
		FINAL POSTING/END OF YEAR	
		ALL PAY AND LEAVE POSTED THRU JUNE 30	
7/1/2017	7/7/2016		7/31/2017

DATES SUBJECT TO CHANGE: Notification will be sent by email when this is necessary.

*****ALL TIME SHEETS AND/OR ANY DOCUMENTATION ARE DUE TO THE PAYROLL DEPARTMENT (Location 8004) THE NEXT BUSINESS DAY AFTER CUTOFF.**

ALL EDL PAPERWORK SHOULD BE SUBMITTED BY CLOSE OF BUSINESS ON THE DAY OF OCCURANCE (6TH DAY OUT AND 1ST DAY OF RETURN).

******INTEROFFICE:** Please forward changes and time records to Payroll as they are processed. Do not wait until the deadline date to send time records to be entered. If you have any concerns or questions, please do not hesitate to call Beth Bemby at extension 10110.