



2017-2018 Payroll Calendar

Monthly Payroll Dates

There may be exceptions to these dates

- | | |
|-----------------------|----------------------|
| 1) August 25, 2017 | 7) February 26, 2018 |
| 2) September 26, 2017 | 8) March 26, 2018 |
| 3) October 26, 2017 | 9) April 26, 2018 |
| 4) November 21, 2017 | 10) May 25, 2018 |
| 5) December 20, 2017 | 11) June 26, 2018 |
| 6) January 26, 2018 | 12) July 26, 2018 |

Leave Time/Substitute Pay Cut Off Dates

Substitutes are paid on Monthly Payroll Dates

- | | |
|-----------------------------|------------------------------|
| 1) 07/01/17-08/10/17 | 7) 01/11/18-02/10/18 |
| 2) 08/11/17-09/10/17 | 8) 02/11/18-03/10/18 |
| 3) 09/11/17-10/10/17 | 9) 03/11/18-04/10/18 |
| 4) 10/11/17-11/10/17 | 10) 04/11/18-05/10/18 |
| 5) 11/11/17-12/10/17 | 11) 05/11/18-06/10/18 |
| 6) 12/11/17-01/10/18 | 12) 06/11/18-06/30/18 |

Stipend Payment Due Dates Schedule

Payroll must have completed and approved stipend time sheets by the dates shown to be paid that month

- | | |
|---------------|---------------------|
| 1) 8/15/2017 | 7) 2/15/2018 |
| 2) 9/13/2017 | 8) 3/14/2018 |
| 3) 10/13/2017 | 9) 4/16/2018 |
| 4) 11/13/2017 | 10) 5/15/2018 |
| 5) 12/12/2017 | 11) 6/13/2018 |
| 6) 1/15/2018 | 12) 7/5/2018 |

Download Leave & Substitute Data

(will begin at 8:00 am on the dates shown below)

Secretaries: Should you miss cut-off time-you must notify payroll.

- | | |
|-----------------------|-------------------------|
| 1) August 15, 2017 | 7) February 16, 2018 |
| 2) September 13, 2017 | 8) March 14, 2018 |
| 3) October 13, 2017 | 9) April 16, 2018 |
| 4) November 13, 2017 | 10) May 15, 2018 |
| 5) December 12, 2017 | 11) June 13, 2018 |
| 6) January 15, 2018 | 12) July 5, 2018 |

Contact Information:

email is the preferred form of communication

Catherine Shows, Payroll Specialist

cshows@centralcss.org

Direct Line 650-2904

Donnis Boyd, Benefits/Insurance Specialist

dboyd@centralcss.org

Direct Line 650-2914

Marilyn Rogers, Accountant (**Expense** reimbursements)

mrogers@centralcss.org

Phone 262-1919 ext. 756

Barbra Guyon, Chief Financial Officer

bguyon@centralcss.org

Direct Line 650-2907

Travel/Mileage/Expense reimbursement requests to be turned in to Business Dept by the 5th of the month following travel & will be direct deposited on or around the 15th.

July 2017

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
30						

May 2018

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30