

Community Consolidated School District 146

2017-2018 Payroll Calendar

PAY DATES	PR CUTOFF 4:00 P.M.	DATES INCLUDE Hourly & Extra Duty
7/6/17	6/27/17	06/10/2017-06/23/2017
7/20/17	7/11/17	06/24/2017-07/07/2017
8/3/17	7/25/17	07/08/2017-07/21/2017
8/17/17	8/8/17	07/22/2017-08/04/2017
9/1/17	8/23/17	08/05/2017-08/18/2017
9/15/17	9/6/17	08/19/2017-09/01/2017
9/29/17	9/20/17	09/02/2017-09/15/2017
10/13/17	10/4/17	09/16/2017-09/29/2017
10/27/17	10/18/17	09/30/2017-10/13/2017
11/9/17	11/1/17	10/14/2017-10/27/2017
11/21/17	EPR - ASAP	10/28/2017-11/10/2017
12/8/17	11/29/17	11/11/2017-11/24/2017
12/22/17	12/13/17	11/25/2017-12/08/2017
1/5/18	Break/ASAP	12/09/2017-12/22-2017
1/19/18	1/10/18	12/23/2017-01/05/2018
2/2/18	1/24/18	01/06/2018-01/19/2018
2/16/18	2/7/18	01/20/2018-02/02/2018
3/2/18	2/21/18	02/03/2018-02/16/2018
3/16/18	3/7/18	02/17/2018-03/02/2018
3/23/18	EPR - ASAP	03/03/2018-03/16/2018
4/13/18	4/4/18	03/17/2018-03/30/2018
4/27/18	4/18/18	03/31/2018-04/13/2018
5/11/18	5/2/18	04/14/2018-04/27/2018
5/25/18	5/16/18	04/28/2018-05/11/2018
6/7/18	5/29/18	05/12/2018-05/25/2018
6/21/18	6/12/18	05/26/2018-06/08/2018

Please follow this schedule when submitting payroll related information.

Column 1 list the pay dates in the 2017-2018 fiscal year.

Column 2 list the dates and time that payroll related information must be in the payroll office.

Column 3 list the corresponding pay periods for staff members paid from time sheets, i.e. reg. hrs, overtime, tutoring, etc.

Please note: November 21st, and March 23rd are early run payrolls and are very time sensitive. Also, the January 5th payroll occurs as soon as we return from break. Please make sure timesheets are signed and forwarded to the payroll office before leaving on break.