

PAYROLL

PAY DATES

Your contract for the 2015-2016 school year will be divided over 26 pays and paid as follows:

<u>2015</u>	<u>2016</u>	<u>2016</u>
Friday, July 3	Friday, January 15	Friday, July 29
Friday, July 17	Friday, January 29	Friday, August 12
Friday, July 31	Friday, February 12	Friday, August 26
Friday, August 14	Friday, February 26	Friday, September 9 (1 st pay of 2016-17 school year)
Friday, August 28	Friday, March 11	
*Friday, September 11 (1 st pay of the 2015-16 school year)	Friday, March 25	
Friday, September 25	Friday, April 8	
Friday, October 9	Friday, April 22	
Friday, October 23	Friday, May 6	
Friday, November 6	Friday, May 20	
Friday, November 20	Friday, June 3	
Friday, December 4	Friday, June 17	
Friday, December 18	Friday, July 1	
Thursday, December 31	Friday, July 15	

*Sept 11th payroll will start the new pay cycle for all non-administrative employees that work August - May. Contracts will be divided among 26 pays and paid every other Friday (bi-weekly). Paychecks are direct-deposited for all contracted employees.

(Please inform the Payroll Officer of any address or bank account changes as soon as possible.)

Direct Deposit notices can be emailed to you. If you would like to receive paperless paystub notification, please complete and return this bottom portion to the payroll office to get started. Your school e-mail address will be the primary notification, but you may also add your home e-mail address so that the notification will be sent to both addresses.

Name: _____

School email address: _____

Home e-mail address: _____

Signature: _____