

FY16 Pay Date Schedule

<u>Reporting period</u>	<u>Pay Date</u>
June 13 – 26, 2015	July 15, 2015
June 27 - July 10	July 31, 2015
July 11 - 24	August 14, 2015
July 25 – August 14	August 31, 2015
August 15 – 28	September 15, 2015
August 29 – September 11	September 30, 2015
September 12 – 25	October 15, 2015
September 26 –October 16	October 30, 2015
October 17 – October 30	November 13, 2015
October 31 – November 13	November 30, 2015
November 14 – 27	December 15, 2015
November 28–December 11	December 22, 2015
December 12- January 1, 2016	January 15, 2016
January 2 – 15	January 29, 2016
January 16 - 29	February 12, 2016
January 30 – February 12	February 29, 2016
February 13 - 26	March 15, 2016
February 27 –March 11	March 25, 2016
March 12 – April 1	April 15, 2016
April 2 – 15	April 29, 2016
April 16 – April 29	May 13, 2016
April 30 - May 13	May 31, 2016
May 14 - 27	June 15, 2016
May 28 – June 17	June 30, 2016
June 18 – July 1	July 15, 2016*
July 2 – July 15	July 29, 2016*
July 16 – July 29	August 15, 2016*

* Summer checks for FY16 earnings.

- Twelve-month employees pay dates: July 15, 2015 – June 30, 2016.
- Less than 12 month hourly employees (210 – 225 days) will be paid August 14, 2015 – August 15, 2016 (25 pays for FY16 only).
- Less than 12 month hourly employees (181 – 209 days) will be paid August 31, 2015 – July 29, 2016 (24 pays).
- Insurance premiums will be deducted based on the beginning and end dates of your pay cycle and on the number of days worked. **NOTE:** To ensure full year premiums are collected from less than 12 month employees transitioning to 24 pay, there will be an additional premium payment collected from some employees over the June and July 2016 paychecks to avoid a lapse in coverage.

Note: Salaries are annualized. The reporting periods listed above are used as cut-off dates for reporting absences, docked days, overtime, stipends, ESS and compensating substitute employees. Reporting periods and/or pay dates are subject to change as necessary to allow for holidays and other scheduled breaks.

Three week reporting periods are denoted in bold print. Highlighted Pay Dates are exceptions to the 15th/31st schedule due to holiday office closures.

STAFF CONTACT: Rodney Jackson, Director of Finance
Kara Beth Rose, Payroll Accounting Manager

RELATED POLICIES: 03.121, 03.221

RECOMMENDATION: A motion is in order:
“Accept the 2015 - 2016 Pay Dates as recommended by staff.”