

FY17 Pay Date Schedule

<u>Reporting period</u>	<u>Pay Date</u>
June 25 – July 8	July 15, 2016
July 9 - July 22	July 29, 2016
July 23 – August 5	August 15, 2016
August 6 – August 19	August 31, 2016
August 20 – September 2	September 15, 2016
September 3 - 16	September 30, 2016
September 17 – 30	October 14, 2016
October 1 - 14	October 31, 2016
October 15 – October 28	November 15, 2016
October 29 – November 11	November 30, 2016
November 12 – 25	December 15, 2016
November 26–December 9	December 22, 2016
December 10- 30	January 13, 2017
December 31 – January 13	January 31, 2017
January 14 - 27	February 15, 2017
January 28 – February 10	February 28, 2017
February 11 - 24	March 15, 2017
February 25 –March 10	March 31, 2017
March 11 – 31	April 14, 2017
April 1 – 14	April 28, 2017
April 15 – April 28	May 15, 2017
April 29 - May 12	May 31, 2017
May 13 - 26	June 15, 2017
May 27 – June 16	June 30, 2017
June 17 – June 30	July 14, 2017*
July 1 – July 14	July 31, 2017*

* Summer checks for FY17 earnings.

- Twelve-month employees pay dates: July 15, 2016 – June 30, 2017.
- Less than 12 month hourly employees (210 – 225 days) will be paid August 31, 2016 – August 15, 2017 (24 pays for FY17 only).

- Less than 12 month hourly employees (181 – 209 days) will be paid August 31, 2016 – August 15, 2017 (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 2017 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 and last day of the month pay schedule due to holiday office closures. All other pay dates listed above reflect the actual date unless the pay date falls on a weekend or holiday.

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Related Policies: 03.121, 03.221