

2017-2018 Melissa Schools Monthly Payroll Schedule



The Timesheet Periods below are used for Supplemental, Temporary/Substitute and Hourly Worker Pay. Leave is processed by calendar month, one month behind (August days are processed on the September PR, September days on October PR, etc.). Salary for annualized employees is paid in equal payments over 12 months beginning the first month of their scheduled contract (September for 10-month employees, August for 11-month employees and July for 12-month employees).

<u>Timesheet Period</u>	<u>Timesheet Due Date</u>	<u>Pay Date</u>
8/5/2017-9/1/2017	September 5, 2017	September 20, 2017
9/2/2017-9/29/2017	October 2, 2017	October 20, 2017
9/30/2017-11/3/2017	November 6, 2017	November 17, 2017
11/4/2017-12/1/2017	December 4, 2017	December 20, 2017
12/2/2017-1/5/2018	January 8, 2018	January 19, 2018
1/6/2018-2/2/2018	February 5, 2018	February 20, 2018
2/3/2018-3/2/2018	March 12, 2018	March 20, 2018
3/3/2018-3/30/2018	April 2, 2018	April 20, 2018
3/31/2018-5/4/2018	May 7, 2018	May 18, 2018
5/5/2018-6/1/2018	June 4, 2018	June 20, 2018
6/2/2018-7/6/2018	July 9, 2018	July 20, 2018
7/7/2018-8/3/2018	August 6, 2018	August 20, 2018

All Absence From Duty Forms and Supplemental Pay Time Sheets must be IN THE PAYROLL OFFICE by the due date above to be included in that month's payroll. All dates are subject to change.