



PAYROLL SERVICES

BIWEEKLY PAY SCHEDULE: FISCAL YEAR 2017 (Sept 2016 - Aug 2017)

PAY PERIOD NO.	FROM	THRU	Time Traq & Uploads Due	PAY DATE	LONGEVITY PAY DATE	WORKING DAYS	WORKING HOURS IN FY AFTER PAY PERIOD
							2088
1	Sep 01	Sep 07	Sep 09	Sep 16	L	5	2048
2	Sep 08	Sep 21	Sep 23	Sep 30		10	1968
3	Sep 22	Oct 05	Oct 07	Oct 14	L	10	1888
4	Oct 06	Oct 19	Oct 21	Oct 28		10	1808
* 5	Oct 20	Nov 02	Nov 04	Nov 10	L	10	1728
*E 6	Nov 03	Nov 16	Nov 16	Nov 23		10	1648
7	Nov 17	Nov 30	Dec 02	Dec 09		10	1568
*E 8	Dec 01	Dec 14	Dec 13	Dec 22	L	10	1488
*E 9	Dec 15	Dec 28	Dec 22	Jan 06		10	1408
10	Dec 29	Jan 11	Jan 12	Jan 20	L	10	1328
11	Jan 12	Jan 25	Jan 27	Feb 03		10	1248
12	Jan 26	Feb 08	Feb 10	Feb 17	L	10	1168
13	Feb 09	Feb 22	Feb 24	Mar 03		10	1088
* 14	Feb 23	Mar 08	Mar 08	Mar 15	L	10	1008
15	Mar 09	Mar 22	Mar 24	Mar 31	(No Ins)	10	928
16	Mar 23	Apr 05	Apr 07	Apr 14	L	10	848
17	Apr 06	Apr 19	Apr 21	Apr 28		10	768
18	Apr 20	May 03	May 05	May 12	L	10	688
19	May 04	May 17	May 19	May 26		10	608
20	May 18	May 31	Jun 02	Jun 09		10	528
21	Jun 01	Jun 14	Jun 16	Jun 23	L	10	448
* 22	Jun 15	Jun 28	Jun 29	Jul 07		10	368
23	Jun 29	Jul 12	Jul 14	Jul 21	L	10	288
24	Jul 13	Jul 26	Jul 28	Aug 04		10	208
25	Jul 27	Aug 09	Aug 11	Aug 18	L	10	128
E 26	Aug 10	Aug 23	Aug 18	Sep 01	(No Ins)	10	48
E 27	Aug 24	Aug 31	Aug 24	Sep 08	(No Ins)	6	0

E= Estimated Time

* Holiday Adjustments

L= Longevity Paid

Holiday Schedule

Thanksgiving	Nov 24 - 25	Spring Break	Mar 16 - 17
Winter Break	Dec 23 - Jan 01	Memorial Day	May 29
MLK, Jr. Day	Jan 16	Independence Day	July 4

FISCAL YEAR 2018 (Sept 2017- Aug 2018)							
							2088
1	Sep 01	Sep 06		Sep 15	L	4	2056
2	Sep 07	Sep 20		Sep 29		10	1976
3	Sep 21	Oct 04		Oct 13	L	10	1896

Note: The above schedule is subject to updates based on processing requirement changes . Please refer to our website routinely for updates and our monthly calendar.

Time Traq Note: The due date includes that all approvals must be completed by 4:00pm. Timesheets not approved by 4pm on the due date may be subject to cancellation.

Uploads Note: The due date includes that all approvals and printed reports be submitted by 1:00pm including write-ins.