

Pickerington Local School District

Created 2/13/17

PAY SCHEDULE FOR 17-18 SCHOOL YEAR

PROJECTED PAYDATES AND TIME SHEET DUE DATES

NOTE: Substitute time sheets are due every payroll. Subs are paid twice per month on the same date as regular staff.

<u>PAY DATE</u>	<u>TIMESHEET DUE DATE</u>	<u>TIMESHEET DATES ON PAYCHECK</u>
September 5, 2017	8/21/2017	8/5/17 - 8/18/17
September 20, 2017	9/6/2017	8/19/17 - 9/5/17
October 5, 2017	9/21/2017	9/6/17 - 9/20/17
October 20, 2017	10/6/2017	9/21/17 - 10/5/17
November 3, 2017	10/23/2017	10/6/17 - 10/20/17
November 20, 2017	11/6/2017	10/21/17 - 11/3/17
December 5, 2017	11/21/2017*	11/4/17 - 11/20/17
December 20, 2017	12/6/2017	11/21/17 - 12/5/17
January 5, 2018	12/21/2017*	12/6/17 - 12/20/17
January 19, 2018	1/8/2018	12/21/17 - 1/5/18
February 5, 2018	1/22/2018	1/6/18 - 1/19/18
February 20, 2018	2/6/2018	1/20/18 - 2/5/18
March 5, 2018	2/21/2018	2/6/18 - 2/20/18
March 20, 2018	3/6/2018	2/21/18 - 3/5/18
April 5, 2018	3/21/2018	3/6/18 - 3/20/18
April 20, 2018	4/6/2018	3/21/18 - 4/5/18
May 4, 2018	4/23/2018	4/6/18 - 4/20/18
May 18, 2018	5/7/2018	4/21/18 - 5/4/18
June 5, 2018	5/21/2018	5/5/18 - 5/18/18
June 20, 2018	6/6/2018**	5/19/18 - 6/5/18
July 5, 2018	6/21/2018**	6/6/18 - 6/20/18
July 20, 2018	7/6/2018**	6/21/18 - 7/5/18
August 3, 2018	7/23/2018	7/6/18 - 7/20/18
August 20, 2018	8/6/2018	7/21/18 - 8/3/18

Time sheets received in the Treasurer's Office after 3:00 pm on the due date will be held until the next regularly scheduled pay date.

***PLEASE DO NOT SEND THESE TIMESHEETS/AESOP REPORTS THROUGH INTEROFFICE MAIL.**

*Due to the holiday break, timesheets **MUST** be in the Treasurer's Office no later than 3:00 p.m. on **November 21, 2017, and December 21, 2017**

**Due to limited mail delivery, please do not send time sheets/aesop reports inneroffice mail.