

## 2017/2018 Payroll Schedule

| <u>Pay Period</u> | <u>Date</u> | <u>Date of Check</u>   |
|-------------------|-------------|--|
| 1                 | Friday      | July 7 <sup>th</sup> (5 day pay) *1 <sup>st</sup> pay- 12 month staff  |
| 2                 | Friday      | July 21 <sup>st</sup>  |
| 3                 | Friday      | August 4 <sup>th</sup>   |
| 4                 | Friday      | August 18 <sup>th</sup>  |
| 5                 | Friday      | September 1 <sup>st</sup> (1 <sup>st</sup> Teacher's Pay 0.2 of Bi-Weekly)<br>No teacher's dues or deductions- * <u>AFLAC deduct. starts</u> |
| 6                 | Friday      | September 15 <sup>th</sup>   |
| 7                 | Friday      | September 29 <sup>th</sup> - No Deductions   |
| 8                 | Friday      | October 13 <sup>th</sup>   |
| 9                 | Friday      | October 27 <sup>th</sup>   |
| 10                | Thursday    | November 9 <sup>th</sup> (1-day early)   |
| 11                | Wednesday   | November 22 <sup>nd</sup> (2 days early)   |
| 12                | Friday      | December 8 <sup>th</sup>   |
| 13                | Friday      | December 22 <sup>nd</sup>  |
| 14                | Friday      | January 5 <sup>th</sup>  |
| 15                | Friday      | January 19 <sup>th</sup>   |
| 16                | Friday      | February 2 <sup>nd</sup>   |
| 17                | Friday      | February 16 <sup>th</sup>  |
| 18                | Friday      | March 2 <sup>nd</sup>  |
| 19                | Friday      | March 16 <sup>th</sup>   |
| 20                | Thursday    | March 29 <sup>th</sup> (1 day early) - No Deductions   |
| 21                | Friday      | April 13 <sup>th</sup>   |
| 22                | Friday      | April 27 <sup>th</sup>   |
| 23                | Friday      | May 11 <sup>th</sup>   |
| 24                | Friday      | May 25 <sup>th</sup>   |
| 25                | Friday      | June 8 <sup>th</sup>   |
| 26                | Friday      | June 22 <sup>nd</sup> (Final Teacher pay)  |
| 27                | Friday      | June 29 <sup>th</sup> (5 Day pay)- No Deductions-12 month staff  |

Total # of TSA Deductions for 10 month employees is 19

Total # of TSA Deductions for 12 month employees is 24

**Note:**

Time sheet submission must adhere to this schedule and be submitted as work is performed.

Insurance premiums and Tax Shelter Annuities (403b) (457) will be deducted TWICE monthly.

AFLAC Cancer Policy and Flex Spending deductions are deducted TWICE monthly over ten months