

2016 - 2017
509J PAYROLL CUTOFF SCHEDULE

All 509J regular staff are paid each month based on an average salary for their regular time. Extra time and absences are reported and paid according to the cutoff dates outlined below.

Substitutes/tutors/seasonal staff/students (non-regular staff) will be paid for hours worked according to the cutoff dates shown below. Please note the early cutoff dates in December.

OA's: Due to the early December pay dates, the new pay period will be rolled forward at noon on Wednesday, following the cutoff dates – so please plan accordingly.

Paychecks will be issued only on the dates specified below.

CUTOFF DATES FOR TIMECARDS	TIMECARDS DUE IN PAYROLL	CHECKS WILL BE DISTRIBUTED ON
July 1 - July 9	July 13	July 29, 2016
July 10 - August 13	August 17	August 31, 2016
August 14 - September 10	September 14	September 30, 2016
September 11 - October 8	October 12	October 31, 2016
October 9 - November 5	November 9	November 30, 2016
November 6 - December 3	December 7	December 16, 2016
December 4 - January 7	January 11	January 31, 2017
January 8 - February 11	February 15	February 28, 2017
February 12 - March 4	March 8	March 24, 2017
March 5 - April 8	April 12	April 28, 2017
April 9 - May 6	May 10	May 31, 2017
May 7 - June 3	June 7	June 30, 2017
June 4 - June 19	June 19	June 30, 2017