

FY 17
PAYROLL DUE DATE SCHEDULE

The Payroll Department must have documentation regarding any change in pay no later than the cutoff date listed on the chart below in order to meet the payroll deadline.

The due date pertains to all additional pay requests such as time sheets, stipend pay, supplemental pay from Twenty Additional Days (i.e. Saturday School, After School, etc.), Saturday Detention, Hospital Homebound, certificate level increase, deduction changes for all benefits (i.e. annuities, insurance, non-cafeteria deductions, association fees, etc.), leave recap reports with leave sheets and sub information, W4, G4, and Direct Deposit forms.

Time sheets for 49% personnel are due to the Payroll Department by the second work day after the end of the work month.

DUE TO PAYROLL	PAY PERIOD CUT OFF DATES	PAY DAY	
July 6	Jun 1 - Jun 30	Jul 29	*
Aug 2	Jul 1 - Jul 29	Aug 31	**
Aug 30	Aug 1 - Aug 26	Sep 30	
Sep 27	Aug 29 - Sep 23	Oct 31	
Oct 25	Sep 26 - Oct 21	Nov 18	
Nov 15	Oct 24 - Nov 11	Dec 16	
Jan 3	Nov 14 - Dec 16	Jan 31	
Jan 31	Jan 2 - Jan 27	Feb 28	
Feb 28	Jan 30 - Feb 24	Mar 24	
Apr 4	Feb 27 - Mar 24	Apr 28	
May 2	Mar 27 - Apr 28	May 31	
May 30	May 1 - May 26	Jun 30	
Jun 30	May 29 - Jun 30 (keyed into history)	Jul 31	

* Prior Fiscal Year Leave. Key into history.

** Leave for 10 month employees must be keyed into history.

Leave Sheets must be turned in based on cut-off date.
Employees must submit leave forms weekly to leave keepers.

Summer School: Time sheets for Summer School are due to the Payroll Office on July 1st.

Lacey Heard, WCSD Payroll Specialist
heard@worthschools.net
(229) 463-3050, Fax (229) 776-6481