



**All Employee:  
Time Sheet &  
Exception Reporting**

## GREATER ALBANY PUBLIC SCHOOL DISTRICT 2016/17 Payroll Cutoff Dates

<u>Begin Date</u>	<u>End Date</u>	<u>Pay Date</u>
Monday, June 6	Friday, July 1	July 29
Monday, July 4 (Holiday)	Friday, August 5	August 31
Monday, August 8	Friday, September 9	September 30
Monday, September 12	Friday, October 7	October 31
Monday, October 10	Friday, November 4	November 30
Monday, November 7	Friday, December 2	<b>December 30</b>
Monday, December 5	Friday, January 6	January 31
Monday, January 9	Friday, February 3	February 28
Monday, February 6	Friday, March 3	March 31
Monday, March 6	Friday, April 7	April 28
Monday, April 10	Friday, May 5	May 31
Monday, May 8	*Last day of school, June 15 Please send "complete" info early. Do not project! Thanks.	June 30
Monday, June 5	Friday, July 7	July 31
Monday, July 10	Friday, August 4	August 31

Payroll cutoff dates are selected so the total number of days worked in each pay period, are as equal as possible - allowing enough time in each instance to process payroll.

**\*Cutoff for 12 month, Friday, June 2. Custodial subs follow 12 month schedule.**

**US MAIL routed out of Portland. Any District mailing, may take 3 days to receive. Direct Deposit is suggested and required for new hires.**