



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

## GREATER ALBANY PUBLIC SCHOOL DISTRICT 2017/18 Payroll Cutoff Dates

<u>Begin Date</u>	<u>End Date</u>	<u>Pay Date</u>
Monday, June 5	Friday, July 7	July 31
Monday, July 10	Friday, August 4	August 31
Monday, August 7	Friday, September 8	September 29
Monday, September 11	Friday, October 6	October 31
Monday, October 9	Friday, November 3	November 30
Monday, November 6	Friday, December 1	<b>December 29</b>
Monday, December 4	Friday, January 5	January 31
Monday, January 8	Friday, February 2	February 28
Monday, February 5	Friday, March 2	March 30
Monday, March 5	Friday, April 6	April 30
Monday, April 9	Friday, May 4	May 31
Monday, May 7	*Friday, June 8	June 29
Monday, June 11	Friday, July 6	July 31
Monday, July 9	Friday, August 3	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.

**\*June now has a regular end date. Any work after 6/8 will be paid in July.**

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