



2011/2012

**2011- 2012 PAYROLL TIME SHEET SCHEDULE**

PAYCHECK DATE		Payroll Period FROM	Payroll Period TO	Time Sheet Due Date **
1	Friday, July 29, 2011	7/01/2011	7/15/2011	7/19/2011
2	Monday, August 15, 2011	7/16/2011	7/31/2011	8/2/2011
3	Tuesday, August 30, 2011	8/1/2011	8/15/2011	8/17/2011
4	Thursday, September 15, 2011	8/16/2011	8/31/2011	9/2/2011
5	Friday, September 30, 2011	9/1/2011	9/15/2011	9/19/2011
6	Friday, October 14, 2011	9/16/2011	9/30/2011	10/4/2011
7	Friday, October 28, 2011	10/1/2011	10/15/2011	10/18/2011
8	Tuesday, November 15, 2011	10/16/2011	10/31/2011	11/02/2011
9	Wednesday, November 30, 2011	11/1/2011	11/15/2011	11/16/2011
10	Thursday, December 15, 2011	11/16/2011	11/30/2011	12/2/2011
11	Friday, December 23, 2011	12/01/2011	12/15/2011	12/16/2011
12	Friday, January 13, 2012	12/16/2011	12/31/2011	1/3/2012
13	Monday, January 30, 2012	1/1/2012	1/15/2012	1/18/2012
14	Wednesday, February 15, 2012	1/16/2012	1/31/2012	2/2/2012
15	Wednesday, February 29, 2012	2/1/2012	2/15/2012	2/17/2012
16	Thursday, March 15, 2012	2/16/2012	2/29/2012	3/2/2012
17	Friday, March 30, 2012	3/1/2012	3/15/2012	3/19/2012
18	Thursday, April 5, 2012	03/16/2012	3/31/2012	3/30/2012
19	Monday, April 30, 2012	4/1/2012	4/15/2012	4/17/2012
20	Tuesday, May 15, 2012	4/16/2012	4/30/2012	5/2/2012
21	Wednesday, May 30, 2012	5/1/2012	5/15/2012	5/17/2012
22	Friday, June 15, 2012	5/16/2012	5/31/2012	6/4/2012
23	Friday, June 29, 2012	06/1/2012	6/15/2012	6/19/2012
24	Friday, July 13, 2012	6/16/2012	6/30/2012	7/3/2012

**\*\* Please Note: Administrators and School Secretaries responsible for payroll are encouraged to add the payroll time sheet due dates to their outlook calendars. Payroll time sheets submitted after the due date will not be paid as scheduled and therefore will be paid on the next payroll check date.**

