

CHAPEL HILL ISD

2016-2017 PAYROLL REPORT SCHEDULE

**Note: The payroll cutoff date is always the 1st Saturday of the month and all payroll reports (time sheets, direct deposit forms, extra duty, EC, etc.) should be received in the payroll office the following Wednesday. Any information received after this time will be processed on the following payroll. See dates below.*

	Hours and Absences Reported Thru:	# Weeks	Payroll Reports Due in Central Office:	PAY DAY
SEPTEMBER	9/03/2016	4	9/07/2016	9/23/2016
OCTOBER	10/01/2016	4	10/05/2016	10/25/2016
NOVEMBER	11/05/2016	5	11/09/2016	11/17/2015
DECEMBER	12/03/2016	4	12/07/2016	12/15/2016
JANUARY	01/07/2017	5	01/11/2017	1/25/2017
FEBRUARY	02/04/2017	4	02/08/2017	02/24/2017
MARCH	03/04/2017	4	03/08/2017	03/24/2017
APRIL	04/01/2017	4	04/05/2017	04/25/2017
MAY	05/06/2017	5	05/10/2017	05/25/2017
JUNE	06/03/2017	4	06/07/2017	06/22/2017
JULY	07/01/2017	4	07/05/2017	07/25/2017
AUGUST	08/05/2017	5	08/09/2017	08/25/2017