

July 2015							NATCHITOCHEES PARISH SCHOOL BOARD JULY 2015 - JUNE 2016 PAYROLL CALENDAR							January 2016								
S	M	T	W	T	F	S								S	M	T	W	T	F	S		
			1	2	3	4	<b>Regular Payroll Dates</b>												1	2		
5	6	7	8	9	10	11								3	4	5	6	7	8	9		
12	13	14	15	16	17	18								10	11	12	13	14	15	16		
19	20	21	22	23	24	25								17	18	19	20	21	22	23		
26	27	28	29	30	31									24	25	26	27	28	29	30		
														31								
August							<b>Miscellaneous Payrolls</b> (i.e., Substitutes, Homebound, Workshops, Travel, Hourly Personnel, Extra Bus Trips, etc.)							FEBRUARY								
S	M	T	W	T	F	S	<b>Time Worked In:</b>			<b>Reports Due</b>			<b>Dates Payroll is Mailed</b>			S	M	T	W	T	F	S
						1	July-15	August-15	September-15	August 4, 2015	September 2, 2015	October 2, 2015	August 14, 2014	September 15, 2015	October 16, 2015		1	2	3	4	5	6
2	3	4	5	6	7	8	October-15	November-15	December-15	November 3, 2015	December 2, 2015	January 5, 2016	November 13, 2015	December 14, 2015	January 15, 2016	7	8	9	10	11	12	13
9	10	11	12	13	14	15	January-16	February-16	March-16	February 2, 2016	March 2, 2016	April 5, 2016	February 16, 2016	March 15, 2016	April 15, 2016	14	15	16	17	18	19	20
16	17	18	19	20	21	22	April-16	May-16	June-16	May 3, 2016	June 2, 2016		May 16, 2016	June 15, 2016		21	22	23	24	25	26	27
23	24	25	26	27	28	29	<b>Summer School (Depends on Summer School Schedule)</b>							28	29							
30	31						<b>NOTES</b>															
September							In order for Accounting to meet the Payroll Dates, all reports must be in by the due date. Leave entry must be checked against time sheets. <b>WE ARE NOW DIRECT DEPOSIT ONLY.</b>							MARCH								
S	M	T	W	T	F	S	If reports are not turned in by the date stated above, everyone's check will be delayed.							S	M	T	W	T	F	S		
		1	2	3	4	5	All reports must be signed and dated.									1	2	3	4	5		
6	7	8	9	10	11	12	<b>TRAVEL:</b> Must be signed by employee and the Supervisor/Principal. Beginning August 1, 2003 travel is due on the same day as reports. Payment will be made on the 2nd Friday of the month							6	7	8	9	10	11	12		
13	14	15	16	17	18	19	<b>ALL OUT-OF-PARISH REPORTS</b> must have leave approval and agenda attached.							13	14	15	16	17	18	19		
20	21	22	23	24	25	26	Miscellaneous Payrolls will be mailed.							20	21	22	23	24	25	26		
27	28	29	30				Hourly personnel will be paid with substitutes.							27	28	29	30	31				
October							<b>Christmas</b> <b>Holiday</b> Secretaries Return							APRIL								
S	M	T	W	T	F	S	<b>Thanksgiving</b> Reports Due      Secretaries last day							S	M	T	W	T	F	S		
		1	2	3	4	5	Professional Development      Students First/Last Day      / Half day												1	2		
6	7	8	9	10	11	12	<b>HS Development Day</b>							3	4	5	6	7	8	9		
13	14	15	16	17	18	19								10	11	12	13	14	15	16		
20	21	22	23	24	25	26								17	18	19	20	21	22	23		
27	28	29	30	31										24	25	26	27	28	29	30		
NOVEMBER														MAY								
S	M	T	W	T	F	S								S	M	T	W	T	F	S		
1	2	3	4	5	6	7									1	2	3	4	5	6	7	
8	9	10	11	12	13	14								8	9	10	11	12	13	14		
15	16	17	18	19	20	21								15	16	17	18	19	20	21		
22	23	24	25	26	27	28								22	23	24	25	26	27	28		
29	30													29	30	31						
DECEMBER														JUNE								
S	M	T	W	T	F	S								S	M	T	W	T	F	S		
		1	2	3	4	5											1	2	3	4		
6	7	8	9	10	11	12								5	6	7	8	9	10	11		
13	14	15	16	17	18	19								12	13	14	15	16	17	18		
20	21	22	23	24	25	26								19	20	21	22	23	24	25		
27	28	29	30	31										26	27	28	29	30				

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