NATCHITOCHES PARISH SCHOOL BOARD
JULY 2017 -JUNE 2018
PAYROLL CALENDAR

July 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	20	31		

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Regular Payroll Dates

July 31, 2017	November 17, 2017	March 23, 2018
August 31, 2017	December 20, 2017	April 30, 2018
September 29,2017	January 31, 2018	May 25, 2018
October 31, 2017	February 28, 2018	June 29, 2018

Miscellaneous Payrolls

(i.e., Substitutes, Homebound, Workshops, Travel, Hourly Personnel, Extra Bus Trips, etc.)

Time Worked In:	Reports Due	Dates Payroll is Mailed
July-17	August 2, 2017	August 15, 2017
August-17	September 5, 2017	September 18, 2017
September-17	October 3, 2017	October 16, 2017
October-17	November 2, 2017	November 15, 2017
November-17	December 4, 2017	December 15, 2017
December-17	January 9, 2018	January 22, 2018
January-18	February 2, 2018	February 16, 2018
February-18	March 2, 2018	March 15, 2018
March-18	April 4, 2018	April 16, 2018
April-18	May 2, 2018	May 15, 2018
May-18	June 4, 2018	June 15, 2018
June-18		

Summer School (Depends on Summer School Schedule)

NOTES

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.
WE ARE NOW DIRECT DEPOSIT ONLY.

If reports are not turned in by the date stated above, everyone's check will be delayed.

All reports must be signed and dated.

TRAVEL:
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

ALL OUT-OF-PARISH REPORTS must have leave approval and agenda attached.

Miscellaneous Payrolls will be mailed.

Hourly personnel will be paid with substitutes.

Christmas	Holiday	Secretaries Return
Thanksgiving	Reports Due	Secretaries last day
Professional Development	Students First/Last Day	/ Half day
	HS Development Day	

January 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30