



**SEMIMONTHLY PAYROLL PERIODS
CHECK DATES FOR 2016-2017
SUBSTITUTES / HOURLY EMPLOYEES**

	Pay Period		Weeks	Time Entry		Check Date
	Beginning	Ending	in Pay Period*	Closed		
1	6/6/2016	6/19/2016	2	06/23/16		7/15/2016
2	6/20/2016	7/3/2016	2	07/07/16	1	7/29/2016
3	7/4/2016	7/17/2016	2	07/21/16		8/15/2016
4	7/18/2016	8/7/2016	<u>3</u>	08/12/16		8/30/2016
5	8/8/2016	8/28/2016	<u>3</u>	09/02/16		9/15/2016
6	8/29/2016	9/11/2016	2	09/16/16		9/30/2016
7	9/12/2016	9/25/2016	2	09/30/16		10/14/2016
8	9/26/2016	10/9/2016	2	10/14/16		10/28/2016
9	10/10/2016	10/23/2016	2	10/28/16		11/15/2016
10	10/24/2016	11/6/2016	2	11/11/16		11/30/2016
11	11/7/2016	11/20/2016	2	12/02/16		12/15/2016
12	11/21/2016	12/4/2016	2	12/09/16		12/30/2016
13	12/5/2016	12/25/2016	<u>3</u>	01/04/17		1/13/2017
14	12/26/2016	1/8/2017	2	01/13/17		1/30/2017
15	1/9/2017	1/22/2017	2	01/27/17		2/15/2017
16	1/23/2017	2/5/2017	2	02/10/17		2/28/2017
17	2/6/2017	2/19/2017	2	02/24/17		3/15/2017
18	2/20/2017	3/5/2017	2	03/10/17		3/30/2017
19	3/6/2017	3/19/2017	2	03/24/17		4/14/2017
20	3/20/2017	4/2/2017	2	04/07/17		4/28/2017
21	4/3/2017	4/23/2017	<u>3</u>	04/28/17		5/15/2017
22	4/24/2017	5/7/2017	2	05/12/17		5/30/2017
23	5/8/2017	5/21/2017	2	05/26/17		6/15/2017
24	5/22/2017	6/4/2017	2	06/08/17		6/30/2017

1 245 Day Hourly starts

Time entry closes at 4:00 pm on the close date. Time may not be approved after the close date.

**** Weeks in pay period are subject to change based on the approved District calendar each year.***