



District Business Office
 Payroll Services . 33 Gough Street . San Francisco, CA . 94103 . 415/241-2241

To: Administrators, Department Heads, and Classified Employees

From: Payroll

Subject: **2016-2017** Timesheet Deadlines for Employees Paid Biweekly

PAY PERIOD	DEPT/WEB TIME DATES COVERED PAY PERIOD	ENTRY DEADLINE TUESDAYS @ NOON	PAYDAY
15	07/01/16 - 07/01/16	TUESDAY 07/05/16	TUESDAY 07/12/16
16	07/02/16 - 07/15/16	TUESDAY 07/19/16	TUESDAY 07/26/16
17	07/16/16 - 07/29/16	TUESDAY 08/02/16	TUESDAY 08/09/16
18	07/30/16 - 08/12/16	TUESDAY 08/16/16	TUESDAY 08/23/16
19	08/13/16 - 08/26/16	TUESDAY 08/30/16	TUESDAY 09/06/16
20	08/27/16 - 09/09/16	TUESDAY 09/13/16	TUESDAY 09/20/16
21	09/10/16 - 09/23/16	TUESDAY 09/27/16	TUESDAY 10/04/16
22	09/24/16 - 10/07/16	TUESDAY 10/11/16	TUESDAY 10/18/16
23	10/08/16 - 10/21/16	TUESDAY 10/25/16	TUESDAY 11/01/16
24	10/22/16 - 11/04/16	MONDAY 11/07/16	TUESDAY 11/15/16
25	11/05/16 - 11/18/16	THURSDAY 11/17/16	TUESDAY 11/29/16
26	11/19/16 - 12/02/16	TUESDAY 12/06/16	TUESDAY 12/13/16
27	12/03/16 - 12/16/16	MONDAY 12/19/16	TUESDAY 12/27/16
01	12/17/16 - 12/30/16	TUESDAY 01/03/17	TUESDAY 01/10/17
02	12/31/16 - 01/13/17	TUESDAY 01/17/17	TUESDAY 01/24/17
03	01/14/17 - 01/27/17	TUESDAY 01/31/17	TUESDAY 02/07/17
04	01/28/17 - 02/10/17	MONDAY 02/13/17	TUESDAY 02/21/17
05	02/11/17 - 02/24/17	TUESDAY 02/28/17	TUESDAY 03/07/17
06	02/25/17 - 03/10/17	TUESDAY 03/14/17	TUESDAY 03/21/17
07	03/11/17 - 03/24/17	MONDAY 03/20/17	TUESDAY 04/04/17
08	03/25/17 - 04/07/17	TUESDAY 04/11/17	TUESDAY 04/18/17
09	04/08/17 - 04/21/17	TUESDAY 04/25/17	TUESDAY 05/02/17
10	04/22/17 - 05/05/17	TUESDAY 05/09/17	TUESDAY 05/16/17
11	05/06/17 - 05/19/17	TUESDAY 05/23/17	TUESDAY 05/30/17
12	05/20/17 - 06/02/17	TUESDAY 06/06/17	TUESDAY 06/13/17
13	06/03/17 - 06/16/17	TUESDAY 06/20/17	TUESDAY 06/27/17
14	06/17/17 - 06/30/17	MONDAY 07/03/17	TUESDAY 07/11/17

Timesheets are due on the deadline date as stated above. If there is any change in the time reported, please contact Payroll immediately (241-2274). This schedule gives you the due dates which must be complied with for your protection and benefit. If your timesheet is submitted on time, you will be paid on the date shown on the payday schedule.

BOLD LETTERING = Schedule subject to change (watch for email updates).