



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 Pay Period Deadlines for Employees Paid Monthly

Payroll Schedule for Certificated and Administrative Employees

Certificated and Administrative employees will be paid the last banking day of each month. The pay date is subject to changes in federal banking holidays. Below is the schedule from July 2016 through June 2017.

All hours for the current month being processed will be entered by your department timekeeper and will be paid in their respective months. There is no lag time in the pay period, so please ensure that all time for the current month is entered prior to submitting your payroll.

PAY PERIOD BEG & END DATES	OFFICE OF INSTRUCTION		TIME ENTRY		PAYDAY
	DEADLINE <input type="text" value="1<sup>ST</sup>"/>	HR DEADLINE <input type="text" value="2<sup>ND</sup>"/>	DEADLINE <input type="text"/>		
	THURSDAY	TUESDAY			
07/01/16 - 07/31/16	07/07/16	07/12/16	07/20/16		07/29/16
08/01/16 - 08/31/16	08/04/16	08/09/16	08/23/16		08/31/16
09/01/16 - 09/30/16	09/01/16	09/13/16	09/21/16		09/30/16
10/01/16 - 10/31/16	10/06/16	10/11/16	10/20/16		10/31/16
11/01/16 - 11/30/16	11/03/16	11/08/16	11/16/16		11/30/16
12/01/16 - 12/31/16	12/01/16	12/13/16	12/15/16		12/30/16
01/01/17 - 01/31/17	01/05/17	01/10/17	01/23/17		01/31/17
02/01/17 - 02/28/17	02/02/17	02/14/17	02/16/17		02/28/17
03/01/17 - 03/31/17	03/02/17	03/14/17	03/16/17		03/31/17
04/01/17 - 04/30/17	04/06/17	04/11/17	04/19/17		04/28/17
05/01/17 - 05/31/17	05/04/17	05/09/17	05/19/17		05/31/17
06/01/17 - 06/30/17	06/01/17	06/13/17	06/21/17		06/30/17

Schedule subject to change (watch for email updates).