

FIRST ROADS

Payroll Calendar JULY 2016 ~ DECEMBER 2016

MONTH	**CUT~OFF FOR PANs** (current month) Departments Submits PANs to HR by <u>2:00 PM</u>	Current Month Payroll due by <u>1:00 P.M.</u> <u>Payroll Summary Sheets</u> along with (VAC/SICK LOGS, Overtime, On-Call, VAC/COMP Buyouts, Extra Help etc.)	HUMAN RESOURCES Submits PANs to AUDITOR & PAYROLL By <u>9:00 AM</u>	PAYROLL Submits Balanced Summary Sheets & OTDs to Auditor By <u>1:00 PM</u>	AUDITOR Transmits Payroll to ADP by <u>5:00 PM</u>	PAYROLL Mails Checks to Employees by <u>4:00 PM</u>	PAYDAY
JULY	1	5	6	8	11	12	14
AUGUST	2	4	5	9	10	11	15
SEPTEMBER	2	6	7	9	12	13	15
OCTOBER	3	4	4	6	7	11	13
NOVEMBER	1	2	4	8	9	10	15
DECEMBER	2	5	6	9	12	13	15

*Schedule above accounts for weekends & holidays

****Subject to change as deemed necessary**

*****PAN's need to be submitted to Administration (HUMAN RESOURCES) as changes occur throughout the month of payroll up to the cutoff date and time. PANs date & time stamped after the cutoff will be processed with the following month's payroll.**

Created: 05.24.16
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Board Approved: