

GENERAL

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 <u>Submits PANs</u> to AUDITOR & PAYROLL By <u>9:00 AM</u>	PAYROLL <u>Submits Balanced Summary Sheets</u> & 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	11	12	15	21	25	26	29
AUGUST	10	11	18	23	25	29	31
SEPTEMBER	12	13	16	23	26	27	30
OCTOBER	6	7	14	20	25	27	31
NOVEMBER	3	4	10	17	22	28	30
DECEMBER	2	5	9	16	21	27	29

*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
Revised:
Board Approved: