

## SECOND ROADS

## Payroll Calendar JULY 2016 ~ DECEMBER 2016

| MONTH     | <b>**CUT~OFF FOR<br/>PANs**</b><br>(current month)<br><br>Departments<br>Submits PANs<br>to HR by<br><u>2:00 PM</u> | Current Month Payroll<br>due by<br><u>1:00 P.M.</u><br><u>Payroll Summary<br/>Sheets</u><br>along with<br>(VAC/SICK LOGS,<br>Overtime, On-Call,<br>VAC/COMP Buyouts,<br>Extra Help etc.) | <b>HUMAN<br/>RESOURCES</b><br><u>Submits PANs</u><br>to AUDITOR<br>& PAYROLL<br>By <u>9:00 AM</u> | <b>PAYROLL</b><br><u>Submits Balanced<br/>Summary Sheets</u><br>& OTDs to<br>Auditor<br>By <u>1:00 PM</u> | <b>AUDITOR</b><br>Transmits<br>Payroll to<br>ADP by<br><u>5:00 PM</u> | <b>PAYROLL</b><br>Mails<br>Checks to<br>Employees<br>by <u>4:00 PM</u> | PAYDAY |
|-----------|---|--|---|---|---|--|--------|
| JULY      | 11  | 12   | 15  | 21  | 25  | 26   | 28     |
| AUGUST    | 10  | 11   | 18  | 23  | 25  | 29   | 31     |
| SEPTEMBER | 12  | 13   | 16  | 23  | 26  | 27   | 29     |
| OCTOBER   | 6   | 7  | 14  | 20  | 25  | 27   | 31     |
| NOVEMBER  | 3   | 4  | 10  | 17  | 22  | 28   | 30     |
| DECEMBER  | 2   | 5  | 9   | 19  | 21  | 22   | 28     |

\*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: 06.28.16  
Board Approved: