



2015-2016 Semi Monthly Payroll Calendar

July 2015						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2015						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2015						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Semi Monthly Payroll Dates

There may be exceptions to these scheduled dates

- | | |
|-----------------------|-----------------------|
| 1) July 14, 2015 | 13) January 14, 2016 |
| 2) July 28, 2015 | 14) January 28, 2016 |
| 3) August 14, 2015 | 15) February 15, 2016 |
| 4) August 28, 2015 | 16) February 29, 2016 |
| 5) September 14, 2015 | 17) March 14, 2016 |
| 6) September 28, 2015 | 18) March 28, 2016 |
| 7) October 14, 2015 | 19) April 14, 2016 |
| 8) October 28, 2015 | 20) April 28, 2016 |
| 9) November 13, 2015 | 21) May 13, 2016 |
| 10) November 24, 2015 | 22) May 27, 2016 |
| 11) December 14, 2015 | 23) June 14, 2016 |
| 12) December 22, 2015 | 24) June 28, 2016 |

Leave Time Dates per Pay Period

- | | |
|-----------------------|-----------------------|
| 1) None | 13) 12/12/15-12/31/15 |
| 2) 7/01/15-07/15/15 | 14) 01/01/16-01/15/16 |
| 3) 07/16/15-07/31/15 | 15) 01/16/16-01/31/16 |
| 4) 08/01/15-08/15/15 | 16) 02/01/16-02/15/16 |
| 5) 08/16/15-08/31/15 | 17) 02/16/16-02/28/16 |
| 6) 09/01/15-09/15/15 | 18) 03/01/16-03/15/16 |
| 7) 09/16/15-09/30/15 | 19) 03/16/16-03/31/16 |
| 8) 10/01/15-10/15/15 | 20) 04/01/16-04/15/16 |
| 9) 10/16/15-10/31/15 | 21) 04/16/16-04/30/16 |
| 10) 11/01/15-11/15/15 | 22) 05/01/16-05/15/16 |
| 11) 11/16/15-11/30/15 | 23) 05/16/16-05/31/16 |
| 12) 12/01/15-12/11/15 | 24) 06/01/16-06/30/16 |

Part-time Time Sheets paid on 14th & 28th:

1st - 15th cutoff - due 17th - paid on 28th

16th - 31st cutoff - due 2nd - paid on 14th

Travel/Mileage/Expense reimbursement requests to be turned in to Business Dept by the 5th of the month following travel & will be direct deposited on or around the 15th.

Contact Information:

email is the preferred form of communication

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January 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		