

## 2015-2016 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		

### Monthly Payroll Dates

*There may be exceptions to these dates*

- |                       |                      |
|-----------------------|----------------------|
| 1) August 26, 2015    | 7) February 26, 2016 |
| 2) September 25, 2015 | 8) March 24, 2016    |
| 3) October 26, 2015   | 9) April 26, 2016    |
| 4) November 23, 2015  | 10) May 26, 2016     |
| 5) December 21, 2015  | 11) June 27, 2016    |
| 6) January 26, 2016   | 12) July 26, 2016    |

### Leave Time/Substitute Pay Cut Off Dates

*Substitutes are paid on Monthly Payroll Dates*

- |                             |                              |
|-----------------------------|------------------------------|
| 1) <b>07/01/15-08/10/15</b> | 7) 01/11/16-02/10/16         |
| 2) 08/11/15-09/10/15        | 8) <b>02/11/16-03/9/16</b>   |
| 3) 09/11/15-10/10/15        | 9) <b>03/10/16-04/10/16</b>  |
| 4) 10/11/15-11/10/15        | 10) 04/11/16-05/10/16        |
| 5) <b>11/11/15-12/9/15</b>  | 11) 05/11/16-06/10/16        |
| 6) <b>12/10/15-01/10/16</b> | 12) <b>06/11/16-06/30/16</b> |

### Stipend Payment Due Dates Schedule

*Payroll must have completed and approved stipend*

*time sheets by the dates shown to be paid that month*

- |                      |                     |
|----------------------|---------------------|
| 1) 8/13/2015         | 7) 2/15/2016        |
| 2) 9/15/2015         | 8) 3/11/2016        |
| 3) 10/14/2015        | 9) 4/13/2016        |
| 4) 11/12/2015        | 10) 5/13/2016       |
| 5) <b>12/11/2015</b> | 11) 6/15/2016       |
| 6) 1/13/2016         | 12) <b>7/5/2016</b> |

### Download Leave & Substitute Data

*(will begin at 8:00 am on the dates shown below)*

*\*Secretaries: Should you miss cut-off time-you must notify payroll.\**

- |                             |                          |
|-----------------------------|--------------------------|
| 1) August 17, 2015          | 7) February 15, 2016     |
| 2) September 15, 2015       | 8) <b>March 11, 2016</b> |
| 3) October 14, 2015         | 9) April 14, 2016        |
| 4) <b>November 12, 2015</b> | 10) May 13, 2016         |
| 5) <b>December 11, 2015</b> | 11) June 15, 2016        |
| 6) January 13, 2016         | 12) <b>July 5, 2016</b>  |

### Contact Information:

*email is the preferred form of communication*

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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.

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		