

**Fairfield Public Schools**  
Fairfield, Connecticut

**TO:** All Schools  
**FROM:** Payroll Department  
**DATE:** May 20, 2015  
**SUBJECT:** 2015-2016 Bi-weekly Timesheet Due Date Schedule

Dates Worked From - To	Date Due In Payroll	Pay Date
2015	2015	2015
<b>IF YOUR LAST DAY OF 14-15 IS 6/17/15 SEND TIMESHEETS TO PAYROLL BY 6/18/15!</b>		
June 15 – <b>June 30, 2015***</b>	<b>June 30, 2015</b>	July 10, 2015
<b>July 1, 2015</b> – July 10	July 14	July 24
July 13 – July 24	July 28	August 7
July 27 – August 7	August 11	August 21
August 10– August 21	August 25	September 4
August 24 – September 4	September 8	September 18
September 7 – September 18	September 22	October 2
September 21 – October 2	October 6	October 16
October 5 – October 16	October 20	October 30
October 19 – October 30	November 2*	November 13
November 2 – November 13	November 16*	November 25**
November 16 – November 27	December 1	December 11
November 30– December 11	December 14*	December 23**
December 14 – December 25	December 28, 2015*	January 8, 2016
2016	2016	2016
December 28 – January 8, 2016	January 12, 2016	January 22, 2016
January 11 – January 22	January 26	February 5
January 25 – February 5	February 9	February 19
February 8 – February 19	February 23	March 4
February 22 – March 4	March 8	March 18
March 7– March 18	March 22	April 1
March 21 – April 1	April 5	April 15
April 4 – April 15	April 19	April 29
April 18 – April 29	May 3	May 13
May 2 – May 13	May 17	May 27
May 16– May 27	May 31	June 10
May 30 – June 10	June 14	June 24
June 13 – June 30***	June 28	July 8

\* Please note early payroll submission due to holiday/work schedule.

\*\* Please note early payroll date due to holiday/work schedule.

\*\*\***EARLY SUBMISSION DUE TO YEAR END. Estimates for work through 6/30 should be included.**

**NOTE:** PAYROLL REPORTS RECEIVED AFTER NOON ON THE DATE DUE WILL NOT BE PROCESSED UNTIL THE FOLLOWING PAYROLL.

If you have any questions, please contact the Payroll Office at ext. 8386.