

**Fairfield Public Schools**  
Fairfield, Connecticut

**TO:** All Schools  
**FROM:** Payroll Department  
**DATE:** May 3, 2016  
**SUBJECT:** 2016-2017 Bi-weekly Timesheet Due Date Schedule

Dates Worked From - To	Date Due In Payroll	Pay Date
2016	2016	2016
June 13 – <b>June 30, 2016***</b>	<b>June 28, 2016</b>	July 8, 2016
<b>July 1, 2016</b> – July 8	July 12	July 22
July 11 – July 22	July 26	August 5
July 25 – August 5	August 9	August 19
August 8– August 19	August 23	September 2
August 22 – August 26	August 30	September 9
August 29 – September 9	September 13	September 23
September 12 – September 23	September 27	October 7
September 26 – October 7	October 11	October 21
October 10 – October 21	October 25	November 4
October 24 – November 4	November 7*	November 18
November 7 – November 18	November 22	December 2
November 21 December 2	December 6	December 16
December 5– December 16	December 19*	December 30
December 19 – December 30	January 3, 2017	January 13, 2017
2017	2017	2017
January 2, 2017– January 13, 2017	January 17, 2017	January 27, 2017
January 16 – January 27	January 31	February 10
January 30 – February 10	February 14	February 24
February 13 – February 24	February 28	March 10
February 27 – March 10	March 14	March 24
March 13 – March 24	March 28	April 7
March 27– April 7	April 7*	April 21
April 10 – April 21	April 25	May 5
April 24 – May 5	May 9	May 19
May 8 – May 19	May 23	June 2
May 22– June 2	June 6	June 16
June 5 – June 16	June 13***	June 30
June 19– June 30	July 3	July 14

\* Please note early payroll submission 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.