

Fairfield Public Schools

TO: All Schools
FROM: Payroll Department
DATE: Revised 10/3/17
SUBJECT: 2017-2018 Bi-weekly Timesheet Due Date Schedule

Dates Worked From - To	Date Due In Payroll	Pay Date
2017	2017	2017
June 19 – June 30, 2017	July 3, 2017	July 14, 2017
July 3, 2017 – July 14	July 18	July 28
July 17 – July 28	August 1	August 11
July 31 – August 11	August 15	August 25
August 14 – August 25	August 29	September 8
August 28 – September 8	September 12	September 22
September 11 – September 22	September 26	October 6
September 25 – October 6	October 10	October 20
October 9 – October 20	October 24	November 3
October 23 – November 3	November 6*	November 17
November 6 – November 17	November 20*	December 1
November 20 – December 1	December 5	December 15
December 4 – December 15	December 18	December 28
December 18 – December 29	January 1, 2018*	January 12, 2018
2018	2018	2018
January 1, 2018 – January 12, 2018	January 16, 2018	January 26, 2018
January 15 – January 26	January 30	February 9
January 29 – February 9	February 13	February 23
February 12 – February 23	February 27	March 9
February 26 – March 9	March 13	March 23
March 12 – March 23	March 27	April 6
March 26 – April 6	April 6*	April 20
April 9 – April 20	April 24	May 4
April 23 – May 4	May 8	May 18
May 7 – May 18	May 22	June 1
May 21 – June 1	June 5	June 15
June 4 – June 15	June 12***	June 29
June 18 – June 29	July 2	July 13

* 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.