

**LINCOLN COUNTY SCHOOL DISTRICT
PAYROLL REPORT CALENDAR
2016-2017**

(1) MONTH	(2) PAYDAY 25th of the month (weekend/holiday rule applies)	(3) REGULAR FTE PAY PERIOD Covers the 1st to the last day of the CURRENT month	(4) REMOTE TIME ENTRY (SECRETARIES ONLY) A) Due the 7th (see weekend / holiday rule below) B) Use the Reporting Period for the Beyond FTE & Subbing (covers the 1st to the last day of the PREVIOUS month) Send RTE to PR for July if non-work month for you	(5) REPORTING PERIOD FOR BFTE & SUBBING A) Use Separate time sheets for each month B) Do not combine different months on the same time sheet. C) Covers the 1st to the last day of the PREVIOUS month	(6) SUBBING TIME SHEETS DUE TO PAYROLL: A) Every Friday B) The last day before a break (See examples in red below) C) On the last day of each month unless a break then see above **NOTE USE SEPARATE TIME SHEETS FOR EACH MONTH DO NOT COMBINE MONTHS
August 2016	8/25/2016	11 & 12 Month Employees August 1 - August 31	8/8/16	July 1 - July 31	7/29/16
September 2016	9/23/2016	Sept 1 - Sept 30	9/7/2016	August 1 - August 31	EVERY FRIDAY 8/31/2016
October 2016	10/25/2016	Oct 1 - Oct 31	10/6/2016	Sept 1 - Sept 30	EVERY FRIDAY 9/30/2016
November 2016	11/23/2016	Nov 1 - Nov 30	11/7/2016	Oct 1 - Oct 31	EVERY FRIDAY 10/31/2016
December 2016	12/22/2016	Dec 1 - Dec 31	12/7/2016	Nov 1 - Nov 30	EVERY FRIDAY 11/18/2016
January 2017	1/25/2017	Jan 1 - Jan 31	1/5/2017	Dec 1 - Dec 31	EVERY FRIDAY 12/16/2016
February 2017	2/24/2017	Feb 1 - Feb 29	2/7/2017	Jan 1 - Jan 31	EVERY FRIDAY 1/31/2017
March 2017	3/24/2017	March 1 - March 31	3/7/2017	Feb 1 - Feb 29	EVERY FRIDAY 2/28/2017
April 2017	4/25/2017	April 1 - April 30	4/6/2017	March 1 - March 31	EVERY FRIDAY 3/24/2017
May 2017	5/25/2017	May 1 - May 31	5/8/2017	April 1 - April 30	EVERY FRIDAY 4/28/2017
June 2017	6/23/2017	June 1 - June 30	6/7/2017	May 1 - May 31	EVERY FRIDAY 5/31/2017
JULY ACCRUAL June 2017	6/26/2017 (Period 13)	10-11 Month Employees (July)	Contact Payroll	Contact PR to set up entries in Period 13 if needed	N/A
AUG ACCRUAL June 2017	6/27/2017 (Period 14)	10 Month Employees (Aug)	Contact Payroll	Contact PR to set up entries in Period 14 if needed	N/A
July 2017	7/25/2017 Fiscal 16/17	12 Month Employees July 1 - July 31	Scan to Payroll to enter before leave in June for summer	June 1 - June 30 not already paid in June	EVERY FRIDAY 6/15/17 & 6/30/2017

(1) MONTH

(2) PAYDAY - 25th of the month (if the 25th is a Saturday or a holiday then payday is the 24th or the day **before** the holiday; if the 25th is a Sunday, or a holiday then payday will be the 26th (the day **after**). *EXCEPTIONS: may occur in June due to summer checks.

(3) REGULAR FTE POSITION PAY PERIOD- Covers the 1st to the last day of the CURRENT month.
NOTE: New Hires who begin work after the 10th will be paid on the following months pay date due to payroll and processing cycles (see How is my paycheck is calculated sheet).

(4) SECRETARIES ONLY REMOTE TIME ENTY SUBMIT DATE
7th of the month (If the 7th falls on a Friday or Saturday then the submit date is Thursday and if the 7th falls on a Sunday then the submit date is Monday/holiday rule also applies)
****PLEASE CONTACT CHERYL IF YOU ARE UNABLE TO FINALIZE BY THE SUBMIT DATE. SHE WILL EXTEND THE DATE IF POSSIBLE.**

(5) BEYOND FTE REPORTING PERIOD - covers the 1st to the last day of the PREVIOUS month. EXCEPTIONS: June payrolls. Remote Time Entry is for additional time worked between the 1st to the last day of the PREVIOUS month.

(6) SUB TIME SHEET DUE DATE - Each Friday / on the last day of each month / and especially the last day before a break (see examples above in red). This is the date to be RECEIVED by payroll.

Please NOTE:

DO NOT COMBINE DIFFERENT MONTHS ON THE SAME TIME SHEET - USE SEPARATE TIME SHEETS FOR EACH MONTH (Reporting Periods .

Information included on each month's time sheet should be for that reporting period (month) only. **DO NOT PROJECT** any time

If Time Sheets are not received in the PAYROLL Office on the specified dates, are not complete and do not have back up for Special Funds, signatures etc. additional time for that reporting period will be processed in the following month's payroll.

