



DIVISION OF FINANCE MEMO

To: All Principals and Directors
From: Ms. Flor Ayala, CPA, Assistant Superintendent for Finance & Business Services
Thru: Dr. Sylvia G. Rios, Superintendent of Schools
RE: 2017-2018 Payroll Dates and Deadlines
Date: August 17, 2017

Listed below are the scheduled 2017-2018 pay dates and the deadlines for submitting extra duty pay, tutors, crossing guards, and/or adjustments for corresponding pay dates. All documentation received in the Division of Finance by 5:00 P.M. on the Payroll Information Deadlines shown below will be included in the corresponding pay date month. Failure to meet these important deadlines will result in disciplinary action.

Pay Date	Payroll Information Deadlines	Payroll Cutoff
August 17, 2017	August 1, 2017	Saturday, July 22, 2017
September 20, 2017	September 1, 2017	Saturday, August 26, 2017
October 19, 2017	October 2, 2017	Saturday, September 23, 2017
November 16, 2017	November 1, 2017	Saturday, October 21, 2017
December 18, 2017	December 1, 2017	Saturday, November 18, 2017
January 18, 2018	January 8, 2018	Saturday, December 16, 2017
February 20, 2018	February 1, 2018	Saturday, January 20, 2018
March 20, 2018	February 22, 2018	Saturday, February 10, 2018
April 19, 2018	April 2, 2018	Saturday, March 17, 2018
May 17, 2018	May 1, 2018	Saturday, April 21, 2018
June 20, 2018	June 1, 2018	Saturday, May 26, 2018
July 19, 2018	June 21, 2018	Saturday, June 16, 2018

If you have any questions or need additional assistance, please call the Payroll Department at 273-1052.