2016-2017
Lincoln Parish School Board

PAYROLL SCHEDULE & WORK CUT-OFF DATES

CUT-OFF DATES	DUE IN PAYROLL OFFICE BY 4:00 P. M. ON	PAY DAY
August 26, 2016	September 1, 2016	MONDAY, SEPTEMBER 26, 2016
September 23, 2016	September 29, 2016	WEDNESDAY, OCTOBER 26, 2016
October 21, 2016	October 27, 2016	FRIDAY, NOVEMBER 18, 2016
	SALARY SUPPLEMENT >>>>>>>>>>>>>	FRIDAY, NOVEMBER 18, 2016
November 18, 2016	December 1, 2016	TUESDAY, DECEMBER 20, 2016
	REMINDER >>>>>>>>>>>>>>>>>>>>>>>>	**CENTRAL OFFICE WILL CLOSE AT 12:00 P.M. DEC. 20, 2016**
December 20, 2016	January 5, 2017	THURSDAY, JANUARY 26, 2017
	EMPLOYEE W-2s WILL BE AVAILABLE ON THIS DATE>>>>>>>>>>>>>>>>>>>>	**TUESDAY, JANUARY 31, 2017**
January 27, 2017	February 2, 2017	FRIDAY, FEBRUARY 24, 2017
February 24, 2017	March 2, 2017	FRIDAY, MARCH 24, 2017
March 31, 2017	April 6, 2017	WEDNESDAY, APRIL 26, 2017
April 28, 2017	May 4, 2017	FRIDAY, MAY 26, 2017
	SALARY SUPPLEMENT >>>>>>>>>>>>>	FRIDAY, MAY 26, 2017
May 26, 2017	June 1, 2017	MONDAY, JUNE 26, 2017
June 30, 2017	**JULY 5, 2017* (SEE NOTE BELOW) NO EXCEPTIONS!!!!!!!!**	WEDNESDAY, JULY 26, 2017
July 28, 2017	August 3, 2017	FRIDAY, AUGUST 25, 2017

*** NOTE: ALL TIME RECORDS AND PAY REQUESTS FOR WORK PERFORMED ON OR BEFORE JUNE 30, 2017 ARE DUE BY THIS DATE IN ORDER TO CLOSE OUT PAYROLL, RETIREMENT EARNINGS, AND GRANT PROGRAMS FOR THE FISCAL YEAR. THIS ALSO INCLUDES CONTRACTS FOR PROFESSIONAL SERVICE.**

Approved: George Murphy

George Murphy, Business Manager, Lincoln Parish School Board