## 2017-2018 Lincoln Parish School Board

## **PAYROLL SCHEDULE & WORK CUT-OFF DATES**

	DUE IN PAYROLL OFFICE	
CUT-OFF DATES	BY 4:00 P. M. ON	PAY DAY
August 25, 2017	August 31, 2017	TUESDAY, SEPTEMBER 26, 2017
September 22, 2017	September 28, 2017	THURSDAY, OCTOBER 26, 2017
October 20, 2017	October 26, 2017	FRIDAY, NOVEMBER 17, 2017
	SALARY SUPPLEMENT >>>>>>>>	FRIDAY, NOVEMBER 17, 2017
November 24, 2017	November 30, 2017	WEDNESDAY, DECEMBER 20, 2017
	REMINDER >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	CENTRAL OFFICE WILL CLOSE AT 4:00 P.M. DEC. 20, 2017
December 29, 2017	January 11, 2018	FRIDAY, JANUARY 26, 2018
	EMPLOYEE W-2s WILL BE AVAILABLE ON THIS DATE>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	WEDNESDAY, JANUARY 31, 2018
February 2, 2018	February 8, 2018	MONDAY, FEBRUARY 26, 2018
March 2, 2018	March 8, 2018	FRIDAY, MARCH 23, 2018
April 6, 2018	April 12, 2018	THURSDAY, APRIL 26, 2018
May 4, 2018	May 10, 2018	FRIDAY, MAY 25, 2018
	SALARY SUPPLEMENT >>>>>>>>>>	FRIDAY, MAY 25, 2018
June 1, 2018	June 7, 2018	TUESDAY, JUNE 26, 2018
June 29, 2018	JULY 3, 2018* (SEE NOTE BELOW) NO EXCEPTIONS!!!!!!!	THURSDAY, JULY 26, 2018
July 27, 2018	August 2, 2018	FRIDAY, AUGUST 24, 2018

<sup>\*</sup> NOTE: ALL TIME RECORDS AND PAY REQUESTS FOR WORK PERFORMED ON OR BEFORE JUNE 30, 2018 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.

Annmued:

George Murphy, Business Manager, Lincoln Parish School Board