

MILFORD SCHOOL DISTRICT PAYROLL CALENDAR FOR 2017-2018

PAY#	PAY DATE	PAY PERIOD Sunday-Saturday	TIMESHEETS DUE BY Friday*	NOTATIONS
1	<u>July 6, 2017</u>	June 18 – July 1	June 29	Special Timesheet due date*
2	<u>July 20, 2017</u>	July 02 – July 15	July 14	
3	<u>August 3, 2017</u>	July 16 – July 29	July 28	
4	<u>August 17, 2017</u>	July 30 – August 12	August 11	
5	<u>August 31, 2017</u>	August 13 – August 26	August 25	
6	<u>September 14, 2017</u>	August 27 – September 09	September 08	
7	<u>September 28, 2017</u>	September 10 – September 23	September 22	
8	<u>October 12, 2017</u>	September 24 – October 07	October 04	Special Timesheet due date*
9	<u>October 26, 2017</u>	October 08 – October 21	October 20	
10	<u>November 9, 2017</u>	October 22 – November 04	November 03	
11	<u>November 21, 2017</u>	November 05 – November 18	November 15	Special Timesheet due date*
12	<u>December 7, 2017</u>	November 19 – December 02	December 01	
13	<u>December 21, 2017</u>	December 03 – December 16	December 15	
14	<u>January 4, 2018</u>	December 17 – December 30	December 22	Year-Round staff December 28th
15	<u>January 18, 2018</u>	December 31 – January 13	January 11	Special Timesheet due date*
16	<u>February 1, 2018</u>	January 14 – January 27	January 26	
17	<u>February 15, 2018</u>	January 28 – February 10	February 09	
18	<u>March 1, 2018</u>	February 11 – February 24	February 23	
19	<u>March 15, 2018</u>	February 25 – March 10	March 09	
20	<u>March 29, 2018</u>	March 11 – March 24	March 23	
21	<u>April 12, 2018</u>	March 25 – April 07	April 06	
22	<u>April 26, 2018</u>	April 08 – April 21	April 20	
23	<u>May 10, 2018</u>	April 22 – May 05	May 04	
24	<u>May 24, 2018</u>	May 06 – May 19	May 18	
25	<u>June 7, 2018</u>	May 20 – June 02	June 01	Final Teacher Pay (21 st pay)
26	<u>June 21, 2018</u>	June 03 – June 16	June 15	

*Timesheets are generally due in to the main office on the Friday at the end of each two-week pay period. There are some exceptions to note – timesheets are due earlier when the pay date would fall on a holiday. If a timesheet is estimated for a pay period, corrections will be made in the next payroll cycle.

The August 31, 2017 payroll will be the first of 21 pays to withhold insurance deductions for Professional - Teaching staff. The September 14, 2017 payroll will be the first of 21 pays to withhold insurance deductions for school-year support staff. Please check your first paycheck for proper insurance deductions.

Balloon checks for Teachers/Professional staff will be issue on the last day of work in the school year.

Administrators must have all signed & approved timesheets to Payroll by noon (12PM) on the timesheet due date list above.