

## MEMORANDUM

**TO:** All Employees  
**FROM:** Amadee Denton, Fiscal Coordinator  
**SUBJECT:** Pay dates for FY 2016/2017  
**DATE:** April 4, 2016

To avoid 27 bi-weekly pay periods in the calendar year 2016, we will be adjusting our payroll dates by 1 week. This change will be taking place in July, 2016 when it will affect the least number of employees. To make this transition, we will move the currently scheduled pay date of July 1st to **Wednesday, July 6<sup>th</sup>, 2016**. This will leave a 2 ½ week gap for the transition instead of 3 weeks. The following pay date will be on **Friday, July 22, 2016**. All subsequent pay dates will be every other Friday as is our normal practice. Looking ahead, this scenario will happen again in calendar year 2022.

Below is a list of the pay dates for the 2016-2017 school year.

<b>July</b>	<b>06</b>	<b>2016</b>	Jan	06	2017
	22			20	
Aug	05		Feb	03	
	19			17	
Sept	02		Mar	03	
	16			17	
	30			31	
Oct	14		Apr	14	
	28			28	
Nov	11		May	12	
	25			26	
Dec	09		June	09	
	23			23	

The first pay date for the 2016/2017 contracts for teachers will be on September 02, 2016. For support staff, the first pay date is September 16, 2016 for those who work the school year only. Please feel free to contact me with any questions at 7056 or [adenton@sbschools.net](mailto:adenton@sbschools.net).