

SCHOOL DISTRICT OF JANESVILLE

**PLEASE POST**

TO: All School Offices

FROM: Mr. Scott Garner  
Director of Administrative & Human Services

The following is a list of the Cut Off dates for payroll purposes for Teachers, Administrators, Support Staff, Substitute Teachers and Non-Teaching employees during the 2016-17 school year. If any time sheets, etc. are not received by the cut off dates, payment could be delayed until the following pay day.

**CUT OFF DATES**

**PAYROLL DATES**

Friday	August 19, 2016	←—————→	Friday	September 9, 2016
Friday	September 9, 2016	←—————→	Friday	September 23, 2016
Friday	September 23, 2016	←—————→	Friday	October 7, 2016
Friday	October 7, 2016	←—————→	Tuesday	October 25, 2016
Friday	October 21, 2016	←—————→	Thursday	November 10, 2016
Friday	November 4, 2016	←—————→	Wednesday	November 23, 2016
Friday	November 18, 2016	←—————→	Friday	December 9, 2016
Friday	December 2, 2016	←—————→	Wednesday	December 21, 2016
Friday	December 16, 2016	←—————→	Tuesday	January 10, 2017
Friday	January 6, 2017	←—————→	Wednesday	January 25, 2017
Friday	January 20, 2017	←—————→	Friday	February 10, 2017
Friday	February 3, 2017	←—————→	Friday	February 24, 2017
Friday	February 17, 2017	←—————→	Thursday	March 9, 2017
Friday	March 3, 2017	←—————→	Friday	March 24, 2017
Friday	March 17, 2017	←—————→	Friday	April 7, 2017
Friday	March 31, 2017	←—————→	Tuesday	April 25, 2017
Friday	April 21, 2017	←—————→	Wednesday	May 10, 2017
Friday	May 5, 2017	←—————→	Thursday	May 25, 2017
Friday	May 19, 2017	←—————→	Friday	June 9, 2017
Friday	June 9, 2017	←—————→	Friday	June 23, 2017
Friday	June 23, 2017	←—————→	Monday	July 10, 2017
Friday	July 7, 2017	←—————→	Tuesday	July 25, 2017
Friday	July 21, 2017	←—————→	Thursday	August 10, 2017
Friday	August 4, 2017	←—————→	Friday	August 25, 2017

(Circumstances beyond our control could cause changes in some dates as listed. In such cases, each office will be contacted.)