



Payroll Schedule

2017 - 2018

Unless otherwise noted below, all timesheets are due before NOON on the Monday following the last day of the pay period. If late, pay will be prepare the following period.

			Timesheet due	Bank Deposit	Notes
Aug-27-2017	-	Sep-09-2017	Sep-11	Sep-15	
Sep-10-2017	-	Sep-23-2017	Sep-25	Sep-29	
Sep-24-2017	-	Oct-07-2017	Pro D - Oct 6 Oct-05	Oct-13	Thanksgiving stat holiday plus Pro D so timesheets due on the Thursday prior
Oct-08-2017	-	Oct-21-2017	Pro D - Oct 20 Oct-23	Oct-27	
Oct-22-2017	-	Nov-04-2017	Nov-06	Nov-10	
Nov-05-2017	-	Nov-18-2017	Pro D - Nov 20 Nov-17	Nov-24	Pro D on Monday so timesheets due on the Friday prior
Nov-19-2017	-	Dec-02-2017	Dec-04	Dec-08	
Dec-03-2017	-	Dec-16-2017 *1	Dec-18	Dec-22	
Dec-17-2017	-	Dec-30-2017	Dec. 22/29	Jan-05	Timesheets due last day of school before winter break
Dec-31-2017	-	Jan-13-2018	Pro D - Jan 19 Jan-15	Jan-19	
Jan-14-2018	-	Jan-27-2018	Jan-29	Feb-02	
Jan-28-2018	-	Feb-10-2018	Feb-09	Feb-16	Family Day stat holiday so timesheets due on the Friday prior
Feb-11-2018	-	Feb-24-2018	Pro D - Feb 23 Feb-26	Mar-02	
Feb-25-2018	-	Mar-10-2018	Mar-12	Mar-16	
Mar-11-2018	-	Mar-24-2018 *2	Mar. 16/23	Mar-29	Spring Break-timesheets due Friday prior or Mar. 23 as no one works the 2nd week
Mar-25-2018	-	Apr-07-2018	Apr-09	Apr-13	
Apr-08-2018	-	Apr-21-2018	Pro D - April 23 Apr-20	Apr-27	Pro D on Monday so timesheets due on the Friday prior
Apr-22-2018	-	May-05-2018	May-07	May-11	
May-06-2018	-	May-19-2018	Pro D - May 18 May-17	May-25	Victoria Day stat and Pro D Day so timesheets due on the Thursday
May-20-2018	-	Jun-02-2018	Jun-04	Jun-08	
Jun-03-2018	-	Jun-16-2018	Jun-18	Jun-22	
Jun-17-2018	-	Jun-30-2018	NID - June 29 Jun-28	Jul-06	Canada Day stat & non-instr. day (school closure) so timesheets due on Thursday
Jul-01-2018	-	Jul-14-2018	Jul-16	Jul-20	

- *1 Christmas Break - 2 weeks - may request ROE
- *2 Spring Break - 2 weeks (Mar. 19 - Apr. 3) - may request ROE

Record of Employments are prepared for all biweekly staff automatically after the last pay period in June.