

# Hamilton Township Board of Education 2017-2018 Payroll Schedule OT, Extra, and Substitute Pay Schedule

<u>Payroll Date</u>		<u>Pay Period</u> <u>(i.e. OT, Extra Pay, and Substitutes)</u>
<u>26</u> Friday, July 07, 2017	Regular Biweekly Pay 12 month staff	<b>06/17/17 - 06/23/17</b> (1 week)
<u>25</u> Friday, July 21, 2017	Regular Biweekly Pay 12 month staff	06/24/17 - 07/07/17
<u>24</u> Friday, August 04, 2017	Regular Biweekly Pay 12 month staff	07/08/17 - 07/21/17
<u>23</u> Friday, August 18, 2017	Regular Biweekly Pay 12 month staff	07/22/17 - 08/04/17
<u>22</u> Friday, September 01, 2017	<b>*3rd Pay 12 month staff only/min. deductions</b>	08/05/17 - 08/18/17
<u>21</u> Friday, September 15, 2017	Regular 12 mo staff & <b>1st Pay 10 mo staff</b>	08/19/17 - 09/01/17
<u>20</u> Friday, September 29, 2017	Regular Biweekly Pay 10 & 12 month staff	09/02/17 - 09/15/17
<u>19</u> Friday, October 13, 2017	Regular Biweekly Pay 10 & 12 month staff	09/16/17 - 09/29/17
<u>18</u> Friday, October 27, 2017	Regular Biweekly Pay 10 & 12 month staff	09/30/17 - 10/13/17
<u>17</u> <b>Wednesday, November 08, 2017</b>	Regular Biweekly Pay 10 & 12 month staff	10/14/17 - 10/27/17
<u>16</u> <b>Wednesday, November 22, 2017</b>	Regular Biweekly Pay 10 & 12 month staff	10/28/17 - 11/10/17
<u>15</u> Friday, December 08, 2017	Regular Biweekly Pay 10 & 12 month staff	11/11/17 - 11/24/17
<u>14</u> Friday, December 22, 2017	Regular Biweekly Pay 10 & 12 month staff	11/25/17 - 12/08/17
<u>13</u> Friday, January 05, 2018	Regular Biweekly Pay 10 & 12 month staff	<b>12/09/17 - 12/15/17</b> (1 week)
<u>12</u> Friday, January 19, 2018	Regular Biweekly Pay 10 & 12 month staff	<b>12/16/17 - 01/05/18</b> (3 weeks)
<u>11</u> Friday, February 02, 2018	Regular Biweekly Pay 10 & 12 month staff	01/06/18 - 01/19/18
<u>10</u> Thursday, February 15, 2018	Regular Biweekly Pay 10 & 12 month staff	01/20/18 - 02/02/18
<u>9</u> Friday, March 02, 2018	Regular Biweekly Pay 10 & 12 month staff	02/03/18 - 02/16/18
<u>8</u> Thursday, March 15, 2018	Regular Biweekly Pay 10 & 12 month staff	02/17/18 - 03/02/18
<u>7</u> <b>Thursday, March 29, 2018</b>	<b>*3rd Pay 10 &amp; 12 month staff/min. deductions</b>	03/03/18 - 03/16/18
<u>6</u> Friday, April 13, 2018	Regular Biweekly Pay 10 & 12 month staff	03/17/18 - 03/30/18
<u>5</u> Friday, April 27, 2018	Regular Biweekly Pay 10 & 12 month staff	03/31/18 - 04/13/18
<u>4</u> Friday, May 11, 2018	Regular Biweekly Pay 10 & 12 month staff	04/14/18 - 04/27/18
<u>3</u> Friday, May 25, 2018	Regular Biweekly Pay 10 & 12 month staff	04/28/18 - 05/11/18
<u>2</u> Friday, June 08, 2018	Regular Biweekly Pay 10 & 12 month staff	05/12/18 - 05/25/18
<u>1</u> <b>Tuesday, June 19, 2018</b>	<b>Regular Biweekly Pay &amp; Stipends-10 month staff only</b>	
<u>1</u> Friday, June 22, 2018	Regular Biweekly Pay 12 month staff	05/26/18 - 06/08/18
Friday, July 06, 2018	Regular Biweekly Pay 12 month staff	06/09/18 - 06/22/18

\*The 3rd pay of the month:  
**only** mandatory deductions taken; i.e. all taxes, garnishments, and child support.  
 No other deductions will be taken, unless adjustments are needed.

**Time sheets must be fully completed with required signatures and submitted to Payroll in a timely manner to be processed.**  
**Time sheets should not include a date later than the period end date.**  
**Failure to comply will result in being paid on the next pay date.**