

**Schedule of Payroll Check Dates
2016-2017 Fiscal Year**

EAST BATON ROUGE PARISH SCHOOL SYSTEM

PAYROLL DEPARTMENT

12 Month Employees Bi-Weekly					9, 10 & 11 Month Employees Semi-Monthly					Workshop/Stipends																																																																										
Pay Begin Date	Pay End Date	Check DATE		Due to Payroll By Noon on	Pay Begin Date	Pay End Date	Check DATE		Due to Payroll By 4:30pm on	Pay Begin Date	Pay End Date	Check DATE		Due to Payroll By 4:30pm on																																																																						
M-1	07/01/16	07/08/16	07/14/16 THUR	07/11/16	D-2	07/15/16	07/15/16 (D)	07/15/16		WK-1	07/01/16	07/31/16	08/25/16	08/05/16																																																																						
M-2	07/11/16	07/22/16	07/28/16 THUR	07/25/16	D-3	07/29/16	07/29/16 (D)	07/29/16		WK-2	08/01/16	08/31/16	09/27/16	09/08/16																																																																						
M-3	07/25/16	08/05/16	08/12/16	08/08/16	D-4	08/15/16	08/15/16 (D)	08/15/16		WK-3	09/01/16	09/30/16	10/26/16	10/07/16																																																																						
M-4	08/08/16	08/19/16	08/26/16	08/22/16	S-1	07/14/16	08/03/16 (B)	08/17/16	08/04/16	WK-4	10/01/16	10/31/16	11/23/16	11/07/16																																																																						
M-5	08/22/16	09/02/16	09/09/16	09/06/16	S-2	08/04/16	08/17/16 (A)	08/31/16	08/18/16	WK-5	11/01/16	11/30/16	12/22/16	12/05/16																																																																						
M-6	09/05/16	09/16/16	09/23/16	09/19/16	S-3	08/18/16	08/30/16	09/15/16	08/31/16	WK-6	12/01/16	12/31/16	01/26/17	01/09/17																																																																						
M-7	09/19/16	09/30/16	10/07/16	10/03/16	S-4	08/31/16	09/13/16	09/30/16	09/14/16	WK-7	01/01/17	01/31/17	02/27/17	02/06/17																																																																						
M-8	10/03/16	10/14/16	10/21/16	10/17/16	S-5	09/14/16	09/26/16	10/14/16	09/27/16	WK-8	02/01/17	02/28/17	03/28/17	03/07/17																																																																						
M-9	10/17/16	10/28/16	11/04/16	10/31/16	S-6	09/27/16	10/07/16	10/31/16	10/11/16	WK-9	03/01/17	03/31/17	04/25/17	04/06/17																																																																						
M-10	10/31/16	11/11/16	11/18/16	11/14/16	S-7	10/11/16	10/21/16	11/15/16	10/24/16	WK-10	04/01/17	04/30/17	05/26/17	05/05/17																																																																						
M-11	11/14/16	11/25/16	12/02/16	11/28/16	S-8	10/24/16	11/03/16	11/30/16	11/04/16	WK-11	05/01/17	05/31/17	06/23/17	06/06/17																																																																						
M-12	11/28/16	12/09/16	12/16/16	12/12/16	S-9	11/04/16	11/17/16	12/15/16	11/18/16	WK-12	06/01/17	06/30/17 (A)	06/24/17	06/22/17																																																																						
M-13	12/12/16	12/23/16	12/29/16 THUR	12/16/16	S-10	11/18/16	12/07/16	12/30/16	12/08/16	(A) Deposited on 7/05/17																																																																										
M-14	12/26/16	01/06/17	01/12/17 THUR	01/09/17	S-11	12/08/16	12/20/16	01/13/17	12/20/16	In Parish Travel Reimbursement																																																																										
M-15	01/09/17	01/20/17	01/27/17	01/23/17	S-12	01/04/17	01/18/17 (A)	01/31/17	01/19/17						All travel forms are due by the last business day of the month following travel. Example: Travel in January due by last day of February.																																																																					
M-16	01/23/17	02/03/17	02/10/17	02/06/17	S-13	01/19/17	01/31/17	02/15/17	02/01/17	<table border="1"> <thead> <tr> <th></th> <th>Travel Beg Date</th> <th>Travel End Date</th> <th>Check DATE</th> <th>Due to Payroll By 4:30pm on</th> </tr> </thead> <tbody> <tr><td>TR-12</td><td>05/01/16</td><td>05/31/16 (A)</td><td>06/19/16</td><td>06/21/16</td></tr> <tr><td>TR-1</td><td>06/01/16</td><td>06/30/16</td><td>08/19/16</td><td>07/28/16</td></tr> <tr><td>TR-2</td><td>07/01/16</td><td>07/31/16</td><td>09/20/16</td><td>08/31/16</td></tr> <tr><td>TR-3</td><td>08/01/16</td><td>08/31/16</td><td>10/18/16</td><td>09/30/16</td></tr> <tr><td>TR-4</td><td>09/01/16</td><td>09/30/16</td><td>11/14/16</td><td>10/31/16</td></tr> <tr><td>TR-5</td><td>10/01/16</td><td>10/31/16</td><td>12/13/16</td><td>11/30/16</td></tr> <tr><td>TR-6</td><td>11/01/16</td><td>11/30/16</td><td>01/19/17</td><td>12/20/16</td></tr> <tr><td>TR-7</td><td>12/01/16</td><td>12/31/16</td><td>02/17/17</td><td>01/31/17</td></tr> <tr><td>TR-8</td><td>01/01/17</td><td>01/31/17</td><td>03/17/17</td><td>02/24/17</td></tr> <tr><td>TR-9</td><td>02/01/17</td><td>02/28/17</td><td>04/19/17</td><td>03/31/17</td></tr> <tr><td>TR-10</td><td>03/01/17</td><td>03/31/17</td><td>05/18/17</td><td>04/28/17</td></tr> <tr><td>TR-11</td><td>04/01/17</td><td>04/30/17</td><td>06/14/17</td><td>05/31/17</td></tr> <tr><td>TR-12</td><td>05/01/17</td><td>05/31/17 (B)</td><td>06/18/17</td><td>06/20/17</td></tr> </tbody> </table>						Travel Beg Date	Travel End Date	Check DATE	Due to Payroll By 4:30pm on	TR-12	05/01/16	05/31/16 (A)	06/19/16	06/21/16	TR-1	06/01/16	06/30/16	08/19/16	07/28/16	TR-2	07/01/16	07/31/16	09/20/16	08/31/16	TR-3	08/01/16	08/31/16	10/18/16	09/30/16	TR-4	09/01/16	09/30/16	11/14/16	10/31/16	TR-5	10/01/16	10/31/16	12/13/16	11/30/16	TR-6	11/01/16	11/30/16	01/19/17	12/20/16	TR-7	12/01/16	12/31/16	02/17/17	01/31/17	TR-8	01/01/17	01/31/17	03/17/17	02/24/17	TR-9	02/01/17	02/28/17	04/19/17	03/31/17	TR-10	03/01/17	03/31/17	05/18/17	04/28/17	TR-11	04/01/17	04/30/17	06/14/17	05/31/17	TR-12	05/01/17	05/31/17 (B)	06/18/17	06/20/17
	Travel Beg Date	Travel End Date	Check DATE	Due to Payroll By 4:30pm on																																																																																
TR-12	05/01/16	05/31/16 (A)	06/19/16	06/21/16																																																																																
TR-1	06/01/16	06/30/16	08/19/16	07/28/16																																																																																
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TR-10	03/01/17	03/31/17	05/18/17	04/28/17																																																																																
TR-11	04/01/17	04/30/17	06/14/17	05/31/17																																																																																
TR-12	05/01/17	05/31/17 (B)	06/18/17	06/20/17																																																																																
M-17	02/06/17	02/17/17	02/24/17	02/20/17	S-14	02/01/17	02/13/17	02/28/17	02/14/17	(A) Deposited on 7/08/16 (B) Deposited on 7/11/17																																																																										
M-18	02/20/17	03/03/17	03/10/17	03/06/17	S-15	02/14/17	02/24/17	03/15/17	03/01/17																																																																											
M-19	03/06/17	03/17/17	03/24/17	03/20/17	S-16	03/02/17	03/14/17	03/31/17	03/15/17																																																																											
M-20	03/20/17	03/31/17	04/07/17	04/03/17	S-17	03/15/17	03/27/17	04/14/17	03/28/17																																																																											
M-21	04/03/17	04/14/17	04/21/17	04/18/17	S-18	03/28/17	04/07/17	04/28/17	04/10/17																																																																											
M-22	04/17/17	04/28/17	05/05/17	05/01/17	S-19	04/10/17	04/28/17	05/15/17	05/01/17																																																																											
M-23	05/01/17	05/12/17	05/19/17	05/15/17	S-20	05/01/17	05/11/17	05/31/17	05/12/17																																																																											
M-24	05/15/17	05/26/17	06/02/17	05/30/17	S-21	05/12/17	05/24/17	06/15/17	05/25/17																																																																											
M-25	05/29/17	06/09/17	06/16/17	06/12/17	S-22	05/25/17	06/08/17 (C)	06/20/17	06/12/17																																																																											
M-26	06/12/17	06/23/17	06/29/17 THUR	06/26/17	S-23	06/09/17	06/29/17 (E)	06/25/17	06/26/17																																																																											
M-27	06/26/17	06/30/17 (A)	06/30/17	06/28/17	D-1	06/27/17	06/27/17 (D)	06/27/17																																																																												
(A) 5 Day Check-deposited 07/13/17					(A) Certified 10 Day Checks																																																																															
					(B) 10/11 Mth Checks (80 hrs 10mth, 120 hrs 11mth)																																																																															
					(C) 10/11 Mth Checks (80 hrs 10mth, 80 hrs 11mth)																																																																															
					(D) Deferred Pay																																																																															
Total of 261 Paid Days					(E) 11 Month Checks (120 hours)-deposited 07/07/17																																																																															