



To: Employees covered by Master Contract/Non-Teaching Employees employed 261 days per year
From: Pam Seipel, Treasurer
Date: 07/01/16
Re: Pay Dates for 2016-2017 School Year/Fringe Benefit Deduction Schedule

Listed below is the 26 pay schedule for the 2016-2017 school year.

<u>2016</u>		<u>2017</u>	
August	19	January	06 & 20
September	2, 16 & 30	February	03 & 17
October	14 & 28	March	03, 17 & 31
November	11 & 25	April	14 & 28
December	09 & 23	May	12 & 26
		June	09 & 23
		July	07, 21
		Aug	04

(Dates subject to change, pending Snow Days and Make-Up Days.)

Time cards, for additional duty pay, are due in the Administration Office at 8:00 A.M. FOUR WORKDAYS PRIOR TO THE PAY DATE on pay weeks. For example, if pay day falls on Friday, time cards are due the preceding Monday. If pay day falls on Wednesday, time cards are due on the preceding Friday. August 19, 2016 and August 4, 2017 pays will not have health insurance or annuity premiums deducted. Those deductions are figured on a 24 pay basis (September 2, 2016 through July 21, 2017). Listed on page 2 is the 24 pay deduction schedule for insurance and annuity premiums.

MONTHLY PREMIUM

September, 2016

October, 2016

November, 2016

December, 2016

January, 2017

February, 2017

March, 2017

April, 2017

May, 2017

June, 2017

July, 2017

August, 2017

PAYS DEDUCTED

September 2, 16

September 30 & October 14

October 28 & November 11

November 25 & December 09

December 23 & January 06

January 20 & February 03

February 17 & March 03

March 17 & 31

April 14 & 28

May 12 & 26

June 09 & 23

July 07 & 21