



2016-2017 Payroll

Cut-off Dates and Pay Dates

Here are the important payroll dates for the school year. As always, I appreciate you sending me any payroll information as soon as you receive it throughout the month. **The cut-off date is the 10th of each month for guaranteed processing with that month's payroll.** Anything received in the payroll office after the cut-off date will be processed with the following month's payroll. Please remember that any additional time will be paid the month following when the work was completed (i.e. additional work done in October would be paid on November's payroll).

Employees can access their payroll information through Employee Access in the Skyward system. Direct Deposit information will be available several days before our actual pay date.

If you have a special situation with regards to a cut-off date or Employee Access, please contact Linda Johnson at phone extension 4015 or by e-mail at lj@gfalls.wednet.edu or come by my office (Room 202 in Administration Building) between the hours 7:00 to 3:30 Monday through Friday.

Thank you.

Pay Dates

September 30, 2016 – Friday
October 31, 2016 – Monday
November 30, 2016 – Wednesday
December 30, 2016 – Friday **
January 31 2017 – Tuesday
February 28, 2017 – Tuesday
March 31, 2017 – Friday
April 28, 2017 – Friday
May 31, 2017 – Wednesday
June 30, 2017 – Friday
July 31, 2017 – Monday
August 31, 2017 - Thursday

*A special note for implementing or changing your direct deposit, if you have the information turned into the Payroll Office by the 10th of the month, the change will occur with that month's payroll.