



NEW CANEY ISD

2016 - 2017 Payroll Pay Date/Cut Off Schedule

Pay Date	Dates Included in Pay Period	Paperwork & Time Card Approvals Due
7/5/2016	6/5/2016 - 6/18/2016	6/21/2016
7/20/2016	6/19/2016 - 7/2/2016	7/11/2016 **
8/5/2016	7/3/2016 - 7/23/2016 3 wk pay period	7/26/2016
8/19/2016	7/24/2016 - 8/6/2016	8/9/2016
9/2/2016	8/7/2016 - 8/20/2016	8/23/2016
9/20/2016	8/21/2016 - 9/3/2016	9/7/2016
10/5/2016	9/4/2016 - 9/17/2016	9/20/2016
10/20/2016	9/18/2016 - 10/1/2016	10/4/2016
11/4/2016	10/2/2016 - 10/15/2016	10/18/2016
11/18/2016	10/16/2016 - 10/29/2016	11/1/2016
12/5/2016	10/30/2016 - 11/12/2016	11/15/2016
12/20/2016	11/13/2016 - 11/26/2016	11/29/2016
1/5/2017	11/27/2016 - 12/10/2016	12/12/2016
1/20/2017	12/11/2016 - 12/31/2016 3 wk pay period	1/3/2017
2/3/2017	1/1/2017 - 1/14/2017	1/17/2017
2/17/2017	1/15/2017 - 1/28/2017	1/31/2017
3/3/2017	1/29/2017 - 2/11/2017	2/14/2017
3/20/2017	2/12/2017 - 2/25/2017	2/28/2017
4/5/2017	2/26/2017 - 3/18/2017 3 wk pay period	3/21/2017
4/20/2017	3/19/2017 - 4/1/2017	4/4/2017
5/5/2017	4/2/2017 - 4/22/2017 3 wk pay period	4/25/2017
5/19/2017	4/23/2017 - 5/6/2017	5/9/2017
6/5/2017	5/7/2017 - 5/20/2017	5/23/2017
6/20/2017	5/21/2017 - 6/3/2017	6/6/2017
7/5/2017	6/4/2017 - 6/17/2017	6/20/2017
7/20/2017	6/18/2017 - 7/1/2017	7/11/2017
8/4/2017	7/2/2017 - 7/22/2017 3 wk pay period	7/25/2017
8/18/2017	7/23/2017 - 8/5/2017	8/8/2017

**** NOTE: 7/11/16 is the Absolute Final due date for the 7/20/16 payday. Be sure to take the necessary steps to meet this deadline. Time is short due to the closure of previous week.**

This schedule is used to process time worked for hourly & substitute employees, for processing attendance, docks, supplemental pay and salary adjustments on all employees.