

**FRANKLIN PARISH SCHOOL BOARD  
2016-2017  
PAYROLL SCHEDULE**

Payrolls are written twice per month. These payrolls will have two classifications, regular payroll for regular employees paid on 25<sup>th</sup> or last working day before weekend or holiday and extra pay and substitute payroll paid on the 15<sup>th</sup> unless indicated below.

**Due to Payroll Processing and Banking Schedules the following dates must be adhered to.**

**\*\*\*JCAMPUS will download at 12 noon on the day after the dates listed below.**

**Any extra pay payroll that is not submitted by the due date will be processed with the next extra pay payroll. If the late payroll is for a substitute it will have to go through the leave system and cannot be created until the next sub payroll the following month.**

**Any payroll changes by employee must be in Payroll Office by 4 p.m. on the 10<sup>th</sup> of each month in order to be affected for the current month.**

MONTHLY ABSENTEES, STIPENDS, ADULT ED., SP. ED. HOMEBOUND, ETC.	DUE DATE TO BE IN THE PAYROLL OFFICE BY 4:00 P.M.	PAY DATE
JULY	08/03/2016	08/15/2016
AUGUST	09/01/2016	09/15/2016
SEPTEMBER	10/03/2016	10/13/2016
OCTOBER	11/01/2016	11/15/2016
NOVEMBER	12/01/2016	12/15/2016
DECEMBER	01/04/2017	01/13/2017
JANUARY	02/01/2017	02/15/2017
FEBRUARY	03/01/2017	03/15/2017
MARCH	03/24/2017	04/13/2017
APRIL	05/01/2017	05/15/2017
MAY	05/25/2017	06/15/2017
JUNE	06/23/2017	06/30/2017

**Please post this notice in a place so all concerned will know when they will receive their check. All extra pay checks will be direct deposit or mailed.**

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**Dr. Lanny Johnson, Superintendent**