

UPDATED

**FRANKLIN PARISH SCHOOL BOARD
2017-2018
PAYROLL SCHEDULE**

Payrolls are written twice per month. These payrolls will have two classifications, regular payroll for regular employees paid on 25th or last working day before weekend or holiday and extra pay and substitute payroll paid on the 15th 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 4:00 pm. on the 10th 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 12:00 P.M.	PAY DATE
JULY	08/01/2017	08/15/2017
AUGUST	09/01/2017	09/15/2017
SEPTEMBER	10/01/2017	10/13/2017
OCTOBER	11/01/2017	11/15/2017
NOVEMBER	12/01/2017***	12/15/2017***
DECEMBER	12/22/2017 ***	01/17/2018 ***
JANUARY	02/01/2018	02/15/2018
FEBRUARY	02/26/2018 ***	03/12/2018 ***
MARCH	04/03/2018	04/13/2018
APRIL	05/01/2018	05/15/2018
MAY	06/01/2018	06/15/2018
JUNE	06/21/2018	06/29/2018

***** Please note the due dates and pay dates for November, December and February.**

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.

Dr. Lanny Johnson, Superintendent

