| SAP PAY PERIOD # | PAY PERIOD From - Through | STANDARD DAYS IN THE PAY PERIOD | 2017 SUMMER PAYROLL PROCESSING SCHEDULE | | | | PAY DATE | REMARKS |
|---|---|---|---|---|---|---|---|---|
| | | | DAILY ATTENDANCE SHEETS AVAILABLE TO PRINT | INPUT SCREENS AVAILABLE ON-LINE TO INPUT TIME | FINAL ROSTERS APPROVED BY 2:00 P.M. | TIME TRANSFER & PAYROLL PROCESS BEGINS | | |
| 14 | 6/16-6/29/2017 | 1 | 6/12 | 6/16 | 6/28** | 6/28 | 7/7 | Approve one (1) day early due to July 4th |
| 15 | 6/30-7/13/2017 | 8* | 6/26 | 6/29 | 7/13 | 7/13 | 7/21 | |
| 16 | 7/14-7/27/2017 | 10 | 7/10 | 7/14 | 7/27 | 7/27 | 8/4 | |
| 17 | 7/28-8/10/2017 | 3 | 7/24 | 7/28 | 8/10 | 8/10 | 8/18 | |

**Summer Services Program will operate as follows:**

Full days for Elementary Schools and K-8 Schools  (teaching Elementary School grades) - which includes two (2) full days of Professional Development (PD) on 6/29 and 6/30/2017

Half days for Middle Schools and K-8 Schools (teaching Middle School grades) - which includes two (2) half days of Professional Development (PD) on 6/29 and 6/30/2017

**Special Payroll Instructions:**

*  7/3/2017 - Is a **non-work day** for the 2017 Summer Services Session - **DO NOT** report any time unless the employee actually worked

*  7/4/2017 - Is a **non-paid Recess Day** for all 10-month employees - **DO NOT** report any time unless the employee actually worked

**** Indicates EARLY PAYROLL APPROVAL REQUIRED**

**Temporary Instructors:**

Temporary Instructors are paid at a daily rate, however, their time must be input (reported) in half-day increments.