

IRVINGTON PUBLIC SCHOOLS
Office of the Assistant Superintendent

Reggie Lamptey, CPA
*Assistant Superintendent for Business/
Board Secretary*

One University Place Irvington, New Jersey 07111
(973) 399-6800 x 2120 (973) 399-6855 fax

To: All District Supervisors, Directors, and Administrators

From: Reggie Lamptey, CPA *RL*
Assistant Superintendent for Business/Board Secretary

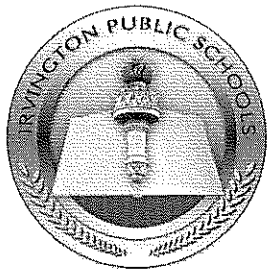
Date: June 30, 2016

Summer School Payroll Schedule 2016-2017

<u>Paydate</u>	<u>Due Date</u>	<u>Pay period</u>
July 15, 2016	July 8, 2016	July 1 – July 7
July 29, 2016	July 22, 2016	July 8 – July 21
August 15, 2016	August 9, 2016	July 22 – August 9

Regular Payroll Schedule 2016-2017

July 15, 2016	July 8, 2016	June 16 – June 30
July 29, 2016	July 22, 2016	July 1 – July 15
August 15, 2016	August 9, 2016	July 16- July 31
August 31, 2016	August 22, 2016	August 1 – August 15
September 15, 2016	September 6, 2016	August 16 – August 31
September 30, 2016	September 19, 2016	September 1 – September 15
October 14, 2016	October 4, 2016	September 16 – September 30
October 31, 2016	October 18, 2016	October 1 – October 15
November 15, 2016	November 1, 2016	October 16 – October 31



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<u>Paydate</u>	<u>Due Date</u>	<u>Pay period</u>
November 30, 2016	November 18, 2016	November 1 – November 15
December 15, 2016	December 5, 2016	November 16 – November 30
December 22, 2016	December 16, 2016	December 1 – December 15
January 13, 2017	January 3, 2017	December 16 – December 31
January 31, 2017	January 23, 2017	January 1 – January 15
February 15, 2017	February 6, 2017	January 16 – January 31
February 28, 2017	February 21, 2017	February 1 – February 15
March 15, 2017	March 6, 2017	February 16 – February 28
March 31, 2017	March 20, 2017	March 1 – March 15
April 13, 2017	April 3, 2017	March 16 – March 31
April 28, 2017	April 13, 2017	April 1 – April 15
May 15, 2017	May 5, 2017	April 16 – April 30
May 31, 2017	May 19, 2017	May 1 – May 15
June 15, 2017	June 5, 2017	May 16 – May 31
June 21, 2017	June 16, 2017	June 1 – June 15
June 30, 2017	June 21, 2017	June 1 – June 15
June 30, 2017	June 21, 2017	June 16-June 21

**(Teachers, Substitute Teachers,
Lunch-Aides and Blue Knight
Academy ONLY)**

- ✦ *Payroll Data must be submitted to Payroll no later than the end of the school day.*
- ✦ *Any item submitted after the deadline will be processed the following pay period.*
- ✦ *All overtime hours submitted must have the approved overtime form attached.*