

# JACKSON BOARD OF EDUCATION PAYROLL SCHEDULE 2016/2017

To: **All Employees**  
From: Payroll Department  
Date: May 2016

Please note the following payroll dates for the **2016/2017** school year:

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| * <b>Friday, July 08, 2016</b>        | Friday, January 06, 2017          |
| * <b>Thursday, July 21, 2016</b>      | Friday, January 20, 2017          |
| * <b>Thursday, August 04, 2016</b>    | Friday, February 03, 2017         |
| * <b>Thursday, August 18, 2016</b>    | Friday, February 17, 2017         |
| • <b>Friday, September 02, 2016</b>   | Friday, March 03, 2017            |
| • <b>Tuesday, September 06, 2016</b>  | Friday, March 17, 2017            |
| Friday, September 16, 2016            | Friday, March 31, 2017            |
| Friday, September 30, 2016            | • <b>Friday, April 07, 2017</b>   |
| Friday, October 14, 2016              | Friday, April 28, 2017            |
| Friday, October 28, 2016              | Friday, May 12, 2017              |
| Friday, November 04, 2016             | Friday, May 26, 2017              |
| • <b>Wednesday, November 23, 2016</b> | Friday, June 09, 2017             |
| Friday, December 09, 2016             | • <b>Wednesday, June 21, 2017</b> |
| • <b>Friday, December 23, 2016</b>    |                                   |

**\* July and August - Summer Payroll Schedule (Regular and Summer Pay Option)**

- **9/2/16** Regular payroll for 12-Month Employees and all extra pay
- **9/6/16** Regular payroll for 10-Month Employees
- **11/23/16** ALL pay will be released on the last day before Thanksgiving Holiday
- **12/23/16** ALL pay will be released on the last day before Winter Break
- **4/7/17** ALL pay will be released on the last day before Spring Break
- **6/21/17** Tentative last day of school and pay release for ALL employees and all extra pay  
Payroll statements will be dated the last day of school

### **SUMMER PAY INFORMATION**

If you would like to participate in the Summer Pay Option for the next school year, please contact the payroll office for the required form as soon as possible.

**PLEASE NOTE: EMPLOYEES WHO RECEIVED A REFUND OF THEIR SUMMER PAY OPTION AT ANY TIME PRIOR TO JULY 1ST, WILL HAVE TO COMPLETE A NEW FORM IN ORDER TO RESTART THE DEDUCTION FOR THE NEW SCHOOL YEAR.**

**ALL OTHER EMPLOYEES CURRENTLY ENROLLED IN SUMMER PAY WILL CONTINUE AS USUAL.**

If you wish to cancel your Summer Pay Option for the next school year, send a written request to the Payroll Office.

Have a great summer 