

**JACKSON BOARD OF EDUCATION
PAYROLL CUTOFF SCHEDULE
2016/2017 SCHOOL YEAR**

DAYS WORKED:	SUBMIT TO PAYROLL OFFICE BY:	PAYABLE ON:	EXPLANATION
6/11/16-6/24/16	Tuesday, June 28, 2016	Friday, July 08, 2016	
6/25/16-7/8/16	Tuesday, July 12, 2016	Thursday, July 21, 2016	
7/9/16-7/22/16	Tuesday, July 26, 2016	Thursday, August 04, 2016	
7/23/16-8/5/16	Tuesday, August 09, 2016	Thursday, August 18, 2016	
8/6/16-8/19/16	Tuesday, August 23, 2016	Friday, September 02, 2016	
8/20/16-9/2/16	Tuesday, September 06, 2016	Friday, September 16, 2016	
9/3/16-9/16/16	Tuesday, September 20, 2016	Friday, September 30, 2016	
9/17/16-9/23/16	Tuesday, September 27, 2016	Friday, October 14, 2016	EARLY CUT OFF AND SUBMISSION
9/24/16-10/14/16	Tuesday, October 18, 2016	Friday, October 28, 2016	
10/15/16-10/21/16	Tuesday, October 25, 2016	Friday, November 04, 2016	EARLY CUT OFF AND SUBMISSION
10/22/16-11/11/16	Monday, November 14, 2016	Wednesday, November 23, 2016	EARLY CUT OFF AND SUBMISSION
11/12/16-11/25/16	Tuesday, November 29, 2016	Friday, December 09, 2016	
11/26/16-12/9/16	Tuesday, December 13, 2016	Friday, December 23, 2016	
12/10/16-12/16/16	Friday, December 16, 2016	Friday, January 06, 2017	EARLY CUT OFF AND SUBMISSION
12/17/16-1/6/17	Tuesday, January 10, 2017	Friday, January 20, 2017	
1/7/17-1/20/17	Tuesday, January 24, 2017	Friday, February 03, 2017	
1/21/17-2/3/17	Tuesday, February 07, 2017	Friday, February 17, 2017	
2/4/17-2/17/17	Tuesday, February 21, 2017	Friday, March 03, 2017	
2/18/17-3/3/17	Tuesday, March 07, 2017	Friday, March 17, 2017	
3/4/17-3/17/17	Tuesday, March 21, 2017	Friday, March 31, 2017	
3/18/17-3/24/17	Tuesday, March 28, 2017	Friday, April 07, 2017	EARLY CUT OFF AND SUBMISSION
3/25/17-4/14/17	Tuesday, April 18, 2017	Friday, April 28, 2017	
4/15/17-4/28/17	Tuesday, May 02, 2017	Friday, May 12, 2017	
4/29/17-5/12/17	Tuesday, May 16, 2017	Friday, May 26, 2017	
5/13/17-5/26/17	Tuesday, May 30, 2017	Friday, June 09, 2017	
5/27/17-6/9/17	Friday, June 09, 2017	Wednesday, June 21, 2017	EARLY CUT OFF AND SUBMISSION
Vouchers/payroll needing additional approval signatures must be into appropriate offices			
(2) days prior to "Submit to Payroll Office By" date			
		: "FREE- RIDE" PAY	