

**JACKSON BOARD OF EDUCATION
PAYROLL SCHEDULE
2017/2018**

To: **All Employees**
From: Payroll Department
Date: May 2017

Please note the following payroll dates for the 2017/2018 school year:

* Friday, July 07, 2017	Friday, January 05, 2018
* Thursday, July 20, 2017	Friday, January 19, 2018
* Thursday, August 03, 2017	Friday, February 02, 2018
* Thursday, August 17, 2017	Friday, February 16, 2018
● Friday, September 01, 2017	Friday, March 02, 2018
● Wednesday, September 06, 2017	Friday, March 16, 2018
Friday, September 15, 2017	● Thursday, March 29, 2018
Friday, September 29, 2017	Friday, April 13, 2018
Friday, October 13, 2017	Friday, April 27, 2018
Friday, October 27, 2017	Friday, May 11, 2018
● Wednesday, November 08, 2017	Friday, May 25, 2018
● Wednesday, November 22, 2017	Friday, June 08, 2018
● Friday, December 08, 2017	● Friday, June 15, 2018
● Friday, December 22, 2017	● Friday, June 22, 2018

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

- **9/1/17** Regular payroll for ALL 12 Month Employees and all extra pay
- 9/6/17** Regular payroll for ALL 10 Month Employees
- **11/08/16** ALL pay will be released on the last day before NJEA Convention
- **11/22/16** ALL pay will be released on the last day before Thanksgiving Holiday
- **12/22/17** ALL pay will be released on the last day before Winter Break
- **3/29/18** ALL pay will be released on the last day before Spring Break
- **6/15/18** Tentative last day of school and pay release for ALL 10 Month Employees and all extra pay
Payroll statements will be dated the last day of school
- 6/22/18** Regular payroll for ALL 12 Month Employees and all extra pay

SUMMER PAY INFORMATION

If you would like to participate in the Summer Pay Option for the next school year, please email the Payroll Department at payroll@jacksonsd.org 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