

Frederick County Public Schools

Important Payroll Dates 2016-2017

<i>Pay Period</i>	<i>Cut-off Date</i>	<i>Pay Date</i>
July 3 – July 9	July 9, 2016	July 29, 2016
July 10 – August 13	August 13, 2016	August 31, 2016
August 14 – September 10	September 10, 2016	September 30, 2016
September 11 – October 8	October 8, 2016	October 31, 2016
October 9 – November 12	November 12, 2016	November 30, 2016
November 13 – December 10	December 10, 2016	December 29, 2016
December 11 – January 14	January 14, 2017	January 31, 2017
January 15 – February 11	February 11, 2017	February 28, 2017
February 12 – March 11	March 11, 2017	March 31, 2017
March 12 – April 8	April 8, 2017	April 28, 2017
April 9 – May 13	May 13, 2017	May 31, 2017
May 14 – June 10	June 10, 2017	June 30, 2017
June 11 – June 30	June 30, 2017	July 10, 2017

Please Note:

- Payroll information and timesheets not received in the Finance department the Monday following the cut-off date will be reflected in the following month's pay.
- For employees paid by timesheets, for substitutes, and for those eligible for overtime, all time worked through the second Saturday of each month will be reflected on the next regular pay.
- For employees eligible for sick, annual, and/or personal leave, all verified absences through the middle of the month will appear in the Employee Payroll Portal (EPP) at that time. Absences after the middle of the month will appear in EPP by the beginning of the following month.

Please contact Alison Strowbridge or Candy Mitchell in the Finance department should you have any questions.

Contact Information:

Payroll Specialist: Alison Strowbridge (540) 662-3889 ext. 88214
strowbra@fcpsk12.net

Candy Mitchell (540) 662-3889 ext. 88204
mitchelc@fcpsk12.net

Frederick County Public Schools
 1415 Amherst Street
 Winchester, VA 22601