

2016 PAYROLL SCHEDULE

PAYROLL CUTOFF DATE (INCLUDE) SATURDAY	PAYROLL/PAYABLES DUE IN CLERKS' OFFICE BY NOON (TUESDAY'S)	DATE SIGNED MONDAY OR TUESDAY'S	DATE DISPERSED 8:30 AM WEDNESDAY'S	
DECEMBER 19, 2015	DECEMBER 21- MONDAY	DECEMBER 28	DECEMBER 30, 2015	
JANUARY 2, 2016	JANUARY 5	JANUARY 11	JANUARY 13	
JANUARY 16	JANUARY 19	JANUARY 25	JANUARY 27	DEDUCTION #1
JANUARY 30	FEBRUARY 2	FEBRUARY 8	FEBRUARY 10	
FEBRUARY 13	FEBRUARY 16	FEBRUARY 22	FEBRUARY 24	DEDUCTION #1
FEBRUARY 27	MARCH 1	MARCH 7	MARCH 9	
MARCH 12	MARCH 15	MARCH 21	MARCH 23	DEDUCTION #1
MARCH 26	MARCH 29	APRIL 4	APRIL 6	
APRIL 9	APRIL 12	APRIL 18	APRIL 20	DEDUCTION #1
APRIL 23	APRIL 26	MAY 2	MAY 4	
MAY 7	MAY 10	MAY 16	MAY 18	DEDUCTION #1
MAY 21	MAY 24	MAY 31-TUESDAY	JUNE 1	
JUNE 4	JUNE 7	JUNE 13	JUNE 15	
JUNE 18	JUNE 21	JUNE 27	JUNE 29	DEDUCTION #1
JULY 2	JULY 5	JULY 11	JULY 13	
JULY 16	JULY 19	JULY 25	JULY 27	DEDUCTION #1
JULY 30	AUGUST 2	AUGUST 8	AUGUST 10	
AUGUST 13	AUGUST 16	AUGUST 22	AUGUST 24	DEDUCTION #1
AUGUST 27	AUGUST 30	SEPTEMBER 6-TUESDAY	SEPTEMBER 7	
SEPTEMBER 10	SEPTEMBER 13	SEPTEMBER 16	SEPTEMBER 21	DEDUCTION #1
SEPTEMBER 24	SEPTEMBER 27	OCTOBER 3	OCTOBER 5	
OCTOBER 8	OCTOBER 11	OCTOBER 17	OCTOBER 19	DEDUCTION #1
OCTOBER 22	OCTOBER 25	OCTOBER 31	NOVEMBER 2	
NOVEMBER 5	NOVEMBER 8	NOVEMBER 14	NOVEMBER 16	
NOVEMBER 19	NOVEMBER 21-MONDAY	NOVEMBER 28	NOVEMBER 30	DEDUCTION #1
DECEMBER 3	DECEMBER 6	DECEMBER 12	DECEMBER 14	
DECEMBER 17	DECEMBER 20	DECEMBER 27-TUESDAY	DECEMBER 28	DEDUCTION #1
DECEMBER 31, 2016	JANUARY 3, 2017	JANUARY 9, 2017	JANUARY 11, 2017	

DEDUCTIONS EVERY PAYROLL: KPERs; ING; AND ½ OF EMPLOYEE/DEPENDANT/SPOUSE/CHILDREN BC/BS MEDICAL.

DEDUCION GROUP #1 AS INDICATED: DENTAL ONLY BC/BS; OPTIONAL LIFE; AFLAC; LEGALSHIELD; NEW YORK LIFE; & WASHINGTON NATIONAL

PAYROLL VOUCHERS: EACH DEPARTMENT HEAD IS RESPONSIBLE FOR THE PROPER BACKUP BEING ATTACHED TO THE VOUCHERS. VOUCHERS SHOULD HAVE ONLY THE FOLLOWING ON THEM:

- # REGULAR HOURS
- # OVERTIME HOURS
- # DOUBLE TIME HOURS
- # HOLIDAY REGULAR HOURS
- # VACATION HOURS
- # SICK HOURS
- # PERSONAL HOURS
- # CIVIL LEAVE HOURS (JURY DUTY)
- # TOTAL HOURS PAID
- # + OR - ADJUSTMENT FOR _____
- # ANNIVERSARY BONUS

COMP TIME SHOULD BE VERIFIED ON PAYROLL TIME SHEETS AND ADDED/ SUBTRACTED EACH PAYROLL ON THE VOUCHER.

DEPARTMENT HEAD SIGNATURE

BACKUP ATTACHED TO VOUCHER

EACH DEPARTMENT HEAD IS RESPONSIBLE FOR ALL COMPLIANCE WITH COUNTY POLICY, FEDERAL AND STATE REGULATIONS AND LAWS. THE COMMISSIONERS, AS A BOARD, ARE THE ADA COORDINATOR, PERSONNEL MANAGER & DIRECTOR; THEREFORE, ALL QUESTIONS, COMPLAINTS AND CONCERNS SHOULD BE DIRECTED TO THEM, AND PREFERABLY PUT IN WRITING.