

**UPDATED**

**FRANKLIN PARISH SCHOOL BOARD  
2017-2018  
PAYROLL SCHEDULE**

Payrolls are written twice per month. These payrolls will have two classifications, regular payroll for regular employees paid on 25<sup>th</sup> or last working day before weekend or holiday and extra pay and substitute payroll paid on the 15<sup>th</sup> unless indicated below.

**Due to Payroll Processing and Banking Schedules the following dates must be adhered to.**

**\*\*\*JCAMPUS will download at 12 noon on the day after the dates listed below.**

**Any extra pay payroll that is not submitted by the due date will be processed with the next extra pay payroll. If the late payroll is for a substitute it will have to go through the leave system and cannot be created until the next sub payroll the following month.**

**Any payroll changes by employee must be in Payroll Office by 4:00 pm. on the 10<sup>th</sup> of each month in order to be affected for the current month.**

MONTHLY ABSENTEES, STIPENDS, ADULT ED., SP. ED. HOMEBOUND, ETC.	DUE DATE TO BE IN THE PAYROLL OFFICE BY 12:00 P.M.	PAY DATE
JULY	08/01/2017	08/15/2017
AUGUST	09/01/2017	09/15/2017
SEPTEMBER	10/01/2017	10/13/2017
OCTOBER	11/01/2017	11/15/2017
<b>NOVEMBER</b>	<b>12/01/2017***</b>	<b>12/15/2017***</b>
<b>DECEMBER</b>	<b>12/22/2017 ***</b>	<b>01/17/2018 ***</b>
JANUARY	02/01/2018	02/15/2018
<b>FEBRUARY</b>	<b>02/26/2018 ***</b>	<b>03/12/2018 ***</b>
MARCH	04/03/2018	04/13/2018
APRIL	05/01/2018	05/15/2018
MAY	06/01/2018	06/15/2018
JUNE	06/21/2018	06/29/2018

**\*\*\* Please note the due dates and pay dates for November, December and February.**

**Please post this notice in a place so all concerned will know when they will receive their check. All extra pay checks will be direct deposit or mailed.**

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**Dr. Lanny Johnson, Superintendent**

