

MONTEREY COUNTY SCHOOLS

2017-18 PAYROLL SCHEDULE

DATA ENTRY DEADLINE: <u>(Includes clearing labor errors)</u>	REGULAR & MANUAL PAYROLL SUPPLEMENTAL PAYROLL	6:00 A.M. 3:00 P.M.
WARRANT PICK UP:	REGULAR & SUPPLEMENTAL PAYROLL MANUAL PAYROLL	10:00 A.M. 12:00 (NOON)

JULY			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Wed. 5	Wed. 5	Wed. 5
Sup.	Wed. 5	Mon. 10	Mon. 10
Man.	Fri. 14	Fri. 14	Fri. 14
Reg.	Tue. 25	Fri. 28	Mon. 31

AUGUST			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 4	Fri. 4	Fri. 4
Sup.	Mon. 7	Thur. 10	Thur. 10
Man.	Tue. 15	Tue. 15	Tue. 15
Reg.	Fri. 25	Wed. 30	Thur. 31

SEPTEMBER			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Tue. 5	Tue. 5	Tue. 5
Sup.	Tue. 5	Fri. 8	Fri. 8
Man.	Fri. 15	Fri. 15	Fri. 15
Reg.	Mon. 25	Thur. 28	Fri. 29

OCTOBER			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Thur. 5	Thur. 5	Thur. 5
Sup.	Thur. 5	Tue. 10	Tue. 10
Man.	Fri. 13	Fri. 13	Fri. 13
Reg.	Wed. 25	Mon. 30	Tue. 31

NOVEMBER			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 3	Fri. 3	Fri. 3
Sup.	Mon. 6	Thur. 9	Thur. 9
Man.	Wed. 15	Wed. 15	Wed. 15
Reg.	Wed. 22	Wed. 29	Thur. 30

DECEMBER			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Tue. 5	Tue. 5	Tue. 5
Sup.	Tue. 5	Fri. 8	Fri. 8
Man.	Fri. 15	Fri. 15	Fri. 15
Reg.	Mon. 18	Thur. 21	Fri. 22
MCOE CLOSED 12/25-12/29			

JANUARY			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 5	Fri. 5	Fri. 5
Sup.	Fri. 5	Wed. 10	Wed. 10
Man.	Fri. 12	Fri. 12	Fri. 12
Reg.	Thur. 25	Tue. 30	Wed. 31

FEBRUARY			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Mon. 5	Mon. 5	Mon. 5
Sup.	Tue. 6	Fri. 9	Fri. 9
Man.	Thur. 15	Thur. 15	Thur. 15
Reg.	Thur. 22	Tue. 27	Wed. 28

MARCH			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Mon. 5	Mon. 5	Mon. 5
Sup.	Tue. 6	Fri. 9	Fri. 9
Man.	Thur. 15	Thur. 15	Thur. 15
Reg.	Mon. 26	Thur. 29	Fri. 30

APRIL			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Thur. 5	Thur. 5	Thur. 5
Sup.	Thur. 5	Tue. 10	Tue. 10
Man.	Fri. 13	Fri. 13	Fri. 13
Reg.	Tue. 24	Fri. 27	Mon. 30

MAY			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Fri. 4	Fri. 4	Fri. 4
Sup.	Mon. 7	Thur. 10	Thur. 10
Man.	Tue. 15	Tue. 15	Tue. 15
Reg.	Thur. 24	Wed. 30	Thur. 31

JUNE			
TYPE	CUT-OFF	PICK UP	PAY DAY
Man.	Tue. 5	Tue. 5	Tue. 5
Sup.	Tue. 5	Fri. 8	Fri. 8
Man.	Fri. 15	Fri. 15	Fri. 15
Reg.	Mon. 25	Thur. 28	Fri. 29

Man=Manual ♦ Reg=Regular ♦ Sup=Supplemental

***Reminder:** In the event of a payroll date change, please update the Pay Date Check Sort Order settings for the new date. To do this, go to HR/Payroll – Setup – Payroll – Pay Dates, and open the new pay date, which will have no Check Sort Order set. Select the order used on similar pay dates.