



Summer Guidelines and Information
District Office, Maintenance, Custodial, Transportation
Summer 2017

JUNE PAYROLL

- **Payroll due June 2, 2017.**
- **Final True Time approvals due June 13, 2017 (paid for 5/1 – 6/4).**
- **PAYDAY IS JUNE 23, 2017.**

JULY PAYROLL

- **Payroll due July 5, 2017.**
- **Final True Time approvals due July 10, 2017 (paid for 6/5 – 6/30).**
- **True Time will be unavailable in the morning on July 3.**
- **PAYDAY IS JULY 25, 2017.**
- Department Payroll Sheets must be checked carefully and compared to your staff list and FTE's.

AUGUST PAYROLL

- **Payroll due August 2, 2017.**
- **Final True Time approvals due August 14, 2017 (paid for 7/1 – 8/6).**
- **PAYDAY IS AUGUST 25, 2017.**