

2015 - 2016 PAYROLL SCHEDULE

746 (PER DIEM) / 747 (PER SESSION) PAYROLLS

| PAY PERIOD EARNED DATES | TIMEKEEPING/ APPROVALS CLOSE DATE | APPOINTMENTS SENT | FISA CALC | EFT STOP PAYMENT DEADLINE | MAILING/ CHECK DATE |
|-------------------------|-----------------------------------|-------------------|-----------|---------------------------|---------------------|
| 7/01/15 – 7/15/15 | 7/21/15 | 7/22/15 | 7/27/15 | 7/28/15 | 7/31/15 |
| 7/16/15 – 7/31/15 | 8/06/15 | 8/07/15 | 8/12/15 | 8/13/15 | 8/18/15 |
| 8/01/15 – 8/15/15 | 8/20/15 | 8/21/15 | 8/26/15 | 8/27/15 | 9/01/15 |
| 8/16/15 – 8/31/15 | 9/04/15 | 9/08/15 | 9/11/15 | 9/16/15 | 9/21/15 |
| 9/01/15 – 9/15/15 | 9/21/15 | 9/22/15 | 9/29/15 | 9/30/15 | 10/05/15 |
| 9/16/15 – 9/30/15 | 10/06/15 | 10/07/15 | 10/13/15 | 10/14/15 | 10/19/15 |
| 10/01/15 – 10/15/15 | 10/21/15 | 10/22/15 | 10/27/15 | 10/28/15 | 11/02/15 |
| 10/16/15 – 10/31/15 | 11/06/15 | 11/09/15 | 11/13/15 | 11/16/15 | 11/19/15 |
| 11/01/15 – 11/15/15 | 11/19/15 | 11/20/15 | 11/25/15 | 11/30/15 | 12/03/15 |
| 11/16/15 – 11/30/15 | 12/04/15 | 12/07/15 | 12/10/15 | 12/11/15 | 12/16/15 |
| 12/01/15 – 12/15/15 | 12/21/15 | 12/22/15 | 12/29/15 | 12/30/15 | 1/06/16 |
| 12/16/15 – 12/31/15 | 1/07/16 | 1/08/16 | 1/13/16 | 1/14/16 | 1/20/16 |
| 1/01/16 – 1/15/16 | 1/22/16 | 1/25/16 | 1/28/16 | 1/29/16 | 2/03/16 |
| 1/16/16 – 1/31/16 | 2/04/16 | 2/05/16 | 2/10/16 | 2/11/16 | 2/17/16 |
| 2/01/16 – 2/15/16 | 2/25/16 * | 2/26/16 | 3/02/16 | 3/03/16 | 3/08/16 |
| 2/16/16 – 2/29/16 | 3/04/16 | 3/07/16 | 3/10/16 | 3/11/16 | 3/16/16 |
| 3/01/16 – 3/15/16 | 3/21/16 | 3/22/16 | 3/28/16 | 3/29/16 | 3/01/16 |
| 3/16/16 – 3/31/16 | 4/06/16 | 4/07/16 | 4/12/16 | 4/13/16 | 4/18/16 |
| 4/01/16 – 4/15/16 | 4/21/16 | 4/22/16 | 4/27/16 | 4/28/16 | 5/03/16 |
| 4/16/16 – 4/30/16 | 5/05/16 | 5/06/16 | 5/11/16 | 5/12/16 | 5/17/16 |
| 5/01/16 – 5/15/16 | 5/19/16 | 5/20/16 | 5/25/16 | 5/26/16 | 6/01/16 |
| 5/16/16 – 5/31/16 | 6/06/16 | 6/07/16 | 6/10/16 | 6/13/16 | 6/16/16 |
| 6/01/16 – 6/15/16 | 6/21/16 | 6/22/16** | 6/27/16 | 6/28/16 | 7/01/16 |
| 6/16/16 – 6/30/16 | 6/30/16 | | 7/07/16 | 7/08/16 | 7/13/16 |

* TIMEKEEPING DELAYED TO ACCOMMODATE MID-WINTER RECESS

**CUT-OFF DATE FOR NEW APPOINTMENTS

WINTER RECESS: 12/24/15 – 01/01/16 MID-WINTER RECESS: 2/15/16 – 2/19/16

SPRING RECESS: 4/25/16 – 4/29/16 FY ROLLOVER (TENTATIVE): 6/25/16

DATES ARE SUBJECT TO CHANGE. UP-TO-DATE PAYROLL INFORMATION CAN BE OBTAINED FROM THE PDPS PER DIEM/PER SESSION PAYROLL BULLETIN BOARDS, THE TBNK PER SESSION PAYROLL BULLETIN BOARD, THE DIVISION OF FINANCIAL OPERATIONS (DFO) WEBSITE: <http://SCHOOLS.NYC.GOV/OFFICES/DFO> AND THE DFO PAYROLL PORTAL: <https://PAYROLLPORTAL.NYCBOE.NET>