

**2016-2017 Payroll Schedule  
Q - BANK 742 & 744 Payrolls  
(Includes Sub Paras and PSOEP)**

Month	Staffing Close Date	Timekeeping Close Date	Payroll Close Date	EFT Stop Payment Deadline	Open to District	Check Date	Check Delivery Date	
Sept	1st Half	09/01/16	09/02/16	09/06/16	09/09/16	09/07/16	09/15/16	09/15/16
	2nd Half	09/15/16	09/16/16	09/19/16	09/27/16	09/20/16	09/30/16	09/30/16
Oct	1st Half	09/28/16	09/29/16	09/30/16	10/11/16	10/03/16	10/14/16	10/14/16
	2nd Half	10/17/16	10/18/16	10/19/16	10/26/16	10/20/16	10/31/16	10/31/16
Nov	1st Half	10/31/16	11/01/16	11/02/16	11/09/16	11/03/16	11/15/16	11/15/16
	2nd Half	11/15/16	11/16/16	11/17/16	11/23/16	11/18/16	11/30/16	11/30/16
Dec	1st Half	12/01/16	12/02/16	12/05/16	12/12/16	12/06/16	12/15/16	12/15/16
	2nd Half	12/13/16	12/14/16	12/15/16	12/27/16	12/16/16	12/30/16	12/23/16
Jan	1st Half	01/03/17	01/04/17	01/05/17	01/10/17	01/06/17	01/13/17	01/13/17
	2nd Half	01/18/17	01/19/17	01/20/17	01/26/17	01/23/17	01/31/17	01/31/17
Feb	1st Half	02/02/17	02/03/17	02/06/17	02/10/17	02/07/17	02/15/17	02/15/17
	2nd Half	02/14/17	02/15/17	02/16/17	02/23/17	02/17/17	02/28/17	02/28/17
Mar	1st Half	03/02/17	03/03/17	03/06/17	03/10/17	03/07/17	03/15/17	03/15/17
	2nd Half	03/16/17	03/17/17	03/20/17	03/28/17	03/21/17	03/31/17	03/31/17
Apr	1st Half	03/28/17	03/29/17	03/30/17	04/11/17	03/31/17	04/14/17	04/07/17
	2nd Half	04/18/17	04/19/17	04/20/17	04/25/17	04/21/17	04/28/17	04/28/17
May	1st Half	05/01/17	05/02/17	05/03/17	05/10/17	05/04/17	05/15/17	05/15/17
	2nd Half	05/08/17	05/09/17	05/10/17	05/25/17	05/11/17	05/31/17	05/31/17
June	1st Half	05/15/17	05/16/17	05/17/17	06/12/17	05/18/17	06/15/17	06/15/17
	2nd Half	05/17/17	05/18/17	05/19/17	06/27/17	05/22/17	06/30/17	06/28/17
July	1st Half				07/11/17		07/14/17	06/28/17
	2nd Half				07/26/17		07/31/17	06/28/17
Aug	1st Half				08/10/17		08/15/17	06/28/17
	2nd Half				08/28/17		08/31/17	06/28/17

**Please Note:**

The EIS Bulletin Board is a source for information regarding the Payroll/Timekeeping close dates and any changes made to them.

All SREPP and PSOEP are paid on a positive basis for each day/hour worked. As a result, there is one payroll period lag for timekeeping entries.

\* Follow the EIS Bulletin Board for Closing Date Changes

\*\*Follow the PAYROLL ADMINISTRATION MEMORANDUM "End of Year Information and Procedures for E745, Q742 and Q744"

**Dates are subject to change**