

**2016 - 2017 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
07/01/16 – 07/15/16	07/21/16	07/22/16	07/27/16	07/28/16	08/02/16
07/16/16 – 07/31/16	08/04/16	08/05/16	08/10/16	08/11/16	08/16/16
08/01/16 – 08/15/16	08/19/16	08/22/16	08/25/16	08/26/16	08/31/16
08/16/16 – 08/31/16	09/07/16	09/08/16	09/14/16	09/15/16	09/20/16
09/01/16 – 09/15/16	09/21/16	09/22/16	09/27/16	09/28/16	10/05/16
09/16/16 – 09/30/16	10/13/16	10/13/16	10/18/16	10/19/16	10/24/16
10/01/16 – 10/15/16	10/20/16	10/21/16	10/26/16	10/27/16	11/01/16
10/16/16 – 10/31/16	11/04/16	11/07/16	11/15/16	11/16/16	11/21/16
11/01/16 – 11/15/16	11/21/16	11/22/16	11/29/16	11/30/16	12/05/16
11/16/16 – 11/30/16	12/06/16	12/07/16	12/12/16	12/13/16	12/16/16
12/01/16 – 12/15/16	12/21/16	12/22/16	12/28/16	12/29/16	01/04/17
12/16/16 – 12/31/16	01/06/16	01/09/16	01/12/16	01/13/16	01/19/17
01/01/17 – 01/15/17	01/20/16	01/23/16	01/26/16	01/27/16	02/01/17
01/16/17 – 01/31/17	02/06/16	02/07/16	02/10/16	02/14/16	02/17/17
02/01/17 – 02/15/17	02/28/16*	03/01/16	03/06/16	03/07/16	03/10/17
02/16/17 – 02/28/17	03/06/16	03/07/16	03/10/16	03/13/16	03/16/17
03/01/17 – 03/15/17	03/21/16	03/22/16	03/27/16	03/28/16	03/31/17
03/16/17 – 03/31/17	04/06/16	04/07/16	04/12/16	04/13/16	04/19/17
04/01/17 – 04/15/17	04/24/16**	04/25/16	04/28/16	05/01/16	05/04/17
04/16/17 – 04/30/17	05/04/16	05/05/16	05/10/16	05/11/16	05/16/17
05/01/17 – 05/15/17	05/19/16	05/22/16	05/25/16	05/26/16	06/01/17
05/16/17 – 05/31/17	06/06/16	06/07/16	06/12/16	06/13/16	06/16/17
06/01/17 – 06/15/17	06/21/16	06/22/16***	06/28/16	06/29/16	07/05/17
06/16/17 – 06/30/17	06/30/16		07/06/16	07/07/16	07/12/17

\* TIMEKEEPING DELAYED TO ACCOMMODATE MID-WINTER RECESS

\*\* TIMEKEEPING DELAYED TO ACCOMMODATE SPRING RECESS

\*\*\*CUT-OFF DATE FOR NEW APPOINTMENTS

WINTER RECESS: 12/26/16 – 01/02/17

MID-WINTER RECESS: 02/20/17 – 02/24/17

SPRING RECESS: 04/10/17 – 04/18/17

FY ROLLOVER (TENTATIVE): 06/24/17

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 BULLETIN BOARD, THE DIVISION OF FINANCIAL OPERATIONS (DFO) WEBSITE:

<http://SCHOOLS.NYC.GOV/OFFICES/DFO> AND THE PAYROLL PORTAL PAYROLL PORTAL:

<https://PAYROLLPORTAL.NYCBOE.NET>