



Paydays and Time Sheets 2016 - 2017

Pay Period	Payday	Time Sheet / Claim Form Due Date
6/16/16 - 7/15/16	July 29, 2016	July 18, 2016
7/16/16 - 8/15/16	August 31, 2016	August 16, 2016
8/16/16 - 9/15/16	September 30, 2016	September 16, 2016
9/16/16 - 10/15/16	October 31, 2016	October 17, 2016
10/16/16 - 11/15/16	November 30, 2016	November 16, 2016
11/16/16 - 12/15/16	December 23, 2016	December 16, 2016
12/16/16 - 1/15/17	January 31, 2017	January 17, 2017
1/16/17 - 2/15/17	February 28, 2017	February 16, 2017
2/16/17 - 3/15/17	March 31, 2017	March 16, 2017
3/16/17 - 4/15/17	April 28, 2017	April 17, 2017
4/16/17 - 5/15/17	May 26, 2017	May 16, 2017
5/16/17 - 6/15/17	June 30, 2017	June 15, 2017

- Changes to this document will be sent out via e-mail and posted on the district website.
- Time sheets should be turned into the school secretary or district office before 2:00 P.M. on the specified due date to ensure on time payment.
- Payroll periods are from the 16th of the previous month to the 15th of the payment month.
- Most stipends require a claim form that can be filled out and turned in at the district office. Coaching stipends are paid in full at the end of the sport's season or half the stipend half way through the season and half at the end.

Contact Koby Willis at the district office with questions regarding payments and time sheets
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