

**Fairfield Public Schools
Fairfield, Connecticut**

TO: All Schools
FROM: Doreen Munsell, Director of Finance
DATE: May 10, 2013
SUBJECT: 2013-2014 Bi-weekly Timesheet Due Date Schedule

Dates Worked From - To	Date Due In Payroll	Pay Date
2013	2013	2013
June 17 – June 28, 2013	June 28, 2013**	July 12, 2013
July 1 – July 12	July 16	July 26
July 15 – July 26	July 30	August 9
July 29 – August 9	August 13	August 23
August 12– August 23	August 27	September 6
August 26 – September 6	September 10	September 20
September 9 – September 20	September 24	October 4
September 23 – October 4	October 8	October 18
October 7 – October 18	October 22	November 1
October 21 – November 1	November 4 *	November 15
November 4 – November 15	November 19	November 27
November 18 – November 29	December 3	December 13
December 2– December 13	December 17	December 27
December 16 – December 27	January 2, 2014	January 10, 2014
2014	2014	2014
December 30 – January 10, 2014	January 14, 2014	January 24, 2013
January 13 – January 24	January 28	February 7
January 27 – February 7	February 11	February 21
February 10 – February 21	February 25	March 7
February 24 – March 7	March 11	March 21
March 10 – March 21	March 25	April 4
March 24 – April 4	April 8	April 17
April 7 – April 18	April 22	May 2
April 21 – May 2	May 6	May 16
May 5 – May 16	May 20	May 30
May 19– May 30	June 3	June 13
June 2 – June 13	June 17	June 27
June 16 – June 27	July 1	July 11

** EARLY SUBMISSION DUE TO YEAR END. Estimates for the day of 6/28 should be included
 * Please note early payroll submission due to holiday/work schedule.

NOTE: PAYROLL REPORTS RECEIVED AFTER NOON ON THE DATE DUE WILL NOT BE PROCESSED UNTIL THE FOLLOWING PAYROLL.

If you have any questions, please contact the payroll office at ext. 8386.