

**Fairfield Public Schools**  
Fairfield, Connecticut

**TO:** All Schools  
**FROM:** Doreen Munsell, Director of Finance  
**DATE:** May 18, 2012  
**SUBJECT:** 2012-2013 Bi-weekly Timesheet Due Date Schedule

<b>Dates Worked From - To</b>	<b>Date Due In Payroll</b>	<b>Pay Date</b>
<b>2012</b>	<b>2012</b>	<b>2012</b>
June 18 – June 29, 2012	July 3, 2012	July 13, 2012
July 2 – July 13	July 17	July 27
July 16 – July 27	July 31	August 10
July 30 – August 10	August 14	August 24
August 13 – August 24	August 28	September 7
August 27 – September 7	September 11	September 21
September 10 – September 21	September 25	October 5
September 24 – October 5	October 9	October 19
October 8 – October 19	October 23	November 2
October 22 – November 2	November 5 *	November 16
November 5 – November 16	November 20	November 30
November 19 – November 30	December 4	December 14
December 3 – December 14	December 18	December 28
December 17 – December 28	January 2, 2013	January 11, 2013
<b>2013</b>	<b>2013</b>	<b>2013</b>
December 31 – January 11, 2013	January 15, 2013	January 25, 2013
January 14 – January 25	January 29	February 8
January 28 – February 8	February 12	February 22
February 11 – February 22	February 26	March 8
February 25 – March 8	March 12	March 22
March 11 – March 22	March 26	April 5
March 25 – April 5	April 9	April 19
April 8 – April 19	April 23	May 3
April 22 – May 3	May 7	May 17
May 6 – May 17	May 21	May 31
May 20 – May 31	June 4	June 14
June 3 – June 14	June 18	June 28
<b>June 17 – June 28</b>	<b>June 28**</b>	<b>July 12</b>

**\*\*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.