

**Fairfield Public Schools**  
Fairfield, Connecticut

**TO:** All Schools  
**FROM:** Doreen Munsell, Director of Finance  
**DATE:** May 10, 2014  
**SUBJECT:** 2014-2015 Bi-weekly Timesheet Due Date Schedule

**IF YOUR LAST DAY IS 6/18/14: SEND TIMESHEETS TO PAYROLL BY 6/19/14 A.M.**

Dates Worked From - To	Date Due In Payroll	Pay Date
<b>2014</b>	<b>2014</b>	<b>2014</b>
June 16 – <b>June 30, 2014</b>	<b>June 27, 2014***</b>	July 11, 2014
<b>July 1, 2014</b> – July 11	July 15	July 25
July 14 – July 25	July 29	August 8
July 28 – August 8	August 12	August 22
August 11– August 22	August 26	September 5
August 25 – September 5	September 9	September 19
September 8 – September 19	September 23	October 3
September 22 – October 3	October 7	October 17
October 6 – October 17	October 21	October 31
October 20 – October 31	November 3*	November 14
November 3 – November 14	November 18	November 26**
November 17 – November 28	December 2	December 12
December 1– December 12	December 15*	December 23**
December 15 – December 26	December 23, 2014*	January 9, 2015
<b>2015</b>	<b>2015</b>	<b>2015</b>
December 29 – January 9, 2015	January 13, 2015	January 23, 2015
January 12 – January 23	January 27	February 6
January 26 – February 6	February 10	February 20
February 9 – February 20	February 24	March 6
February 23 – March 6	March 10	March 20
March 9– March 20	March 24	April 2**
March 23 – April 3	April 7	April 17
April 6 – April 17	April 21	May 1
April 20 – May 1	May 5	May 15
May 4 – May 15	May 19	May 29
May 18– May 29	June 2	June 12
June 1 – June 12	June 16	June 26
June 15 – June 26	June 30	July 11

\* Please note early payroll submission due to holiday/work schedule.

\*\* Please note early payroll date due to holiday/work schedule.

\*\*\***EARLY SUBMISSION DUE TO YEAR END. Estimates for the day of 6/30 should be included**

**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.