PUTNAM PUBLIC SCHOOLS
Administrative Offices
126 Church Street
Putnam, CT 06260-1890
Phone: 860-963-6900 * Fax: 860-963-6903

DATE: June 15, 2011

TO: Non Certified Staff

FROM: Nancy T. Cole

RE: **Payroll Dates**

This memo is being sent as a reminder of the payroll dates for the 2011-2012 fiscal year which are shown on the chart below.

Payroll No.	Date DUE to Principal or Supervisor	Payroll Date		Payroll No.	Date DUE to Principal or Supervisor	Payroll Date
1	June 24	July 1		15	January 6	January 13
2	July 8	July 15		16	January 20	January 27
3	July 22	July 29		17	February 3	February 10
4	August 5	August 12		18	February 17	February 24
5	August 19	August 26		19	March 2	March 9
6	September 2	September 9		20	March 16	March 23
7	September 16	September 23		21	March 30	April 6
8	September 30	October 7		22	April 13	April 20
9	October 14	October 21		23	April 27	May 4
10	October 28	November 4		24	May 11	May 18
11	November 11	November 18		25	May 25	June 1
12	November 23	December 2		26	June 8	June 15
13	December 9	December 16		27	June 22	June 29
14	December 23	December 30				

All Noncertified staff are required to complete one **Bi-Weekly Time Sheet** every two weeks. All bi-weekly time sheets are due to your building principal and/or supervisor on the Friday previous to the payroll date. Your time sheet is your responsibility and the following steps must be taken after you have filled in your hours:

1) Employee signature is required
2) Administrator/Supervisor signature is required

As indicated on your time sheet, if the Central Office does not receive your signed time sheet by noon on Monday prior to each payroll, it will be processed in the following payroll cycle.

Individuals with time sheets for after school programs are subject to the same dates and procedures.

cc: Administrative Council

my documents\Calendar\noncertified payroll dates 1112.doc