

**HANCOCK COUNTY ESC PAY SCHEDULE FOR FY 2016 - 2017**

**PLEASE NOTE THE FOLLOWING:**

1. IF TIME SHEETS ARE NOT HERE BY NOON ON THE STATED DATE, THERE IS A POSSIBILITY THAT YOU WILL NOT GET PAID FOR THOSE HOURS DUE TO PROCESSING TIME CONSTRAINTS CAUSED BY HOLIDAY OR SCHEDULED BREAKS.
2. ALL TIME SHEETS **MUST** BE SIGNED BY A SUPERVISOR/PRINCIPAL **BEFORE** THEY WILL BE PROCESSED.

<u>PAY PERIOD</u>		<u>TIME SHEETS DUE BY NOON ON:</u>	<u>PAY DATES</u>	
<b>2016</b>				
Aug. 16 to 31, 2016	***	Friday, September 2, 2016	Friday, September 9, 2016	Fair Break Aug 31-Sep 5
Sept. 1 to 15, 2016		Monday, September 19, 2016	Friday, September 23, 2016	
Sept. 16 to 30, 2016	***	Monday, October 3, 2016	Friday, October 7, 2016	Oct 10 Bank Holiday
Oct. 1 to 15, 2016		Tuesday, October 18, 2016	Tuesday, October 25, 2016	
Oct. 16 to 31, 2016		Wednesday, November 2, 2016	Thursday, November 10, 2016	
Nov. 1 to 15, 2016		Thursday, November 17, 2016	Friday, November 25, 2016	
Nov. 16 to 30, 2016		Friday, December 2, 2016	Friday, December 9, 2016	Thanksgiving Break Nov 24-25
Dec. 1 to 15, 2016		Monday, December 19, 2016	Friday, December 23, 2016	
Dec. 16 to 31, 2016	***	Wednesday, January 4, 2017	Tuesday, January 10, 2017	Winter Break Dec 21-Jan 3
<b>2017</b>				
Jan. 1 to 15, 2017		Tuesday, January 17, 2017	Wednesday, January 25, 2017	
Jan. 16 to 31, 2017		Thursday, February 2, 2017	Friday, February 10, 2017	
Feb. 1 to 15, 2017		Friday, February 17, 2017	Friday, February 24, 2017	
Feb. 16 to 28, 2017		Thursday, March 2, 2017	Friday, March 10, 2017	
Mar. 1 to 15, 2017		Friday, March 17, 2017	Friday, March 24, 2017	
Mar. 16 to 31, 2017		Tuesday, April 4, 2017	Monday, April 10, 2017	
Apr. 1 to 15, 2017	***	Tuesday, April 18, 2017	Tuesday, April 25, 2017	Spring Break Apr 13-17
Apr. 16 to 30, 2017		Tuesday, May 2, 2017	Wednesday, May 10, 2017	
May 1 to 15, 2017		Wednesday, May 17, 2017	Thursday, May 25, 2017	
May 16 to 31, 2017	***	Friday, June 2, 2017	Friday, June 9, 2017	Last Day May 26 for teachers
June 1 to 15, 2017		Monday, June 19, 2017	Friday, June 23, 2017	
June 16 to 30, 2017		Wednesday, July 5, 2017	Monday, July 10, 2017	
July 1 to 15, 2017		Tuesday, July 18, 2017	Tuesday, July 25, 2017	
July 16 to 31, 2017		Wednesday, August 2, 2017	Thursday, August 10, 2017	
Aug. 1 to 15, 2017		Thursday, August 17, 2017	Friday, August 25, 2017	

\*\*\* Please have time sheets in before leaving for scheduled breaks.  
Processing time is short. Pay info has to be at bank 2 days prior to payday.