

2011-2012
Kankakee School District 111
Time Sheet Cut-Off Dates and Pay Dates

<u>Cut-Off Dates</u>	<u>Time Sheets In Payroll By</u>	<u>Payroll Dates</u>
July 1 thru July 15, 2011	July 18, 2011	July 29, 2011
July 16 thru July 31, 2011	August 2, 2011	August 15, 2011
Aug. 1 thru Aug. 15, 2011	August 17, 2011	August 31, 2011
Aug. 16 thru Aug. 31, 2011	September 2, 2011	September 15, 2011
Sept. 1 thru Sept. 15, 2011	September 19, 2011	September 30, 2011
Sept. 16 thru Sept. 30, 2011	October 3, 2011	October 14, 2011
Oct. 1 thru Oct. 15, 2011	October 18, 2011	October 31, 2011
Oct. 16 thru Oct. 31, 2011	November 1, 2011	November 15, 2011
Nov. 1 thru Nov. 15, 2011	November 16, 2011	November 30, 2011
Nov. 16 thru Nov 30, 2011	December 1, 2011	December 15, 2011
Dec. 1 thru Dec 13, 2011	December 13, 2011	December 30, 2011

**** NO EXCEPTIONS WILL BE MADE FOR TIMESHEETS THAT WERE TURNED IN AFTER
DECEMBER 13TH. EACH SCHOOL STAFF ABSENCE REPORT IS DUE AT THIS TIME**

Dec. 14 thru Dec. 31, 2011	January 3, 2012	January 13, 2012
Jan. 1 thru Jan. 15, 2012	January 17, 2012	January 31, 2012
Jan. 16 thru Jan. 31, 2012	February 2, 2012	February 15, 2012
Feb. 1 thru Feb. 15, 2012	February 16, 2012	February 29, 2012
Feb. 16 thru Feb. 29, 2012	March 2, 2012	March 15, 2012
March 1 thru March 14, 2012	March 14, 2012	March 30, 2012

**** NO EXCEPTIONS-SPRING BREAK**

March 15 thru March 31, 2012	April 2, 2012	April 13, 2012
April 1 thru April 15, 2012	April 17, 2012	April 30, 2012
April 16 thru April 30, 2012	May 2, 2012	May 15, 2012
May 1 thru May 15, 2012	May 17, 2012	May 31, 2012
May 16 thru May 31, 2012	June 1, 2012	June 15, 2012
June 1 thru June 15, 2012	June 18, 2012	June 29, 2012
June 16 thru June 30, 2012	July 2, 2012	July 13, 2012

**** NOTE** Early cut-off due to Winter Break and Spring Break. No Exceptions

Anyone required to fill out a timesheet in order to get paid is responsible for ensuring his or her timesheet gets forwarded to the payroll office with the appropriate signatures. Other staff may volunteer to send over for a building, but it is each individual's responsibility to ensure his or her own timesheet's arrival.