

# LOUDOUN COUNTY PUBLIC SCHOOLS

## PAY PERIOD AND PAY DATE SCHEDULE 2016 - 2017

PAY PERIOD	EXTRA PAY/LEAVE SUMMARY DOCUMENTS	NEW HIRES & SALARY CHANGES	PERSONNEL TERMS (A.M.)	BENEFITS CUT-OFF	Smart Find EXTRACT (A.M.)	SYNOVIA EXTRACT	RUN PAYROLL & TRANSMIT DD	PAY DATE
	DUE	DUE				DUE A.M.		
07/01-07/15/16	07/01/16	07/07/16	07/12/16	07/11/16	07/01/16	07/01/16	07/13/16	07/15/16
07/16-07/31/16	07/19/16	07/21/16	07/26/16	07/25/16	07/19/16	07/19/16	07/27/16	07/29/16
08/01-08/15/16	08/02/16	08/05/16	08/10/16	08/09/16	08/02/16	08/02/16	08/11/16	08/15/16
08/16-08/31/16	08/17/16	08/23/16	08/26/16	08/25/16	08/17/16	08/17/16	08/29/16	08/31/16
09/01-09/15/16	09/02/16	09/07/16	09/12/16	09/09/16	09/02/16	09/02/16	09/13/16	09/15/16
09/16-09/30/16	09/19/16	09/22/16	09/27/16	09/26/16	09/16/16	09/16/16	09/28/16	09/30/16
10/01-10/15/16	10/03/16	10/05/16	10/11/16	10/12/16	10/03/16	10/03/16	10/12/16	10/14/16
10/16-10/31/16	10/18/16	10/21/16	10/26/16	10/25/16	10/18/16	10/18/16	10/27/16	10/31/16
11/01-11/15/16	11/02/16	11/04/16	11/09/16	11/08/16	11/02/16	11/02/16	11/10/16	11/15/16
11/16-11/30/16	11/16/16	11/18/16	11/21/16	11/21/16	11/16/16	11/16/16	11/28/16	11/30/16
12/01-12/15/16	12/02/16	12/07/16	12/12/16	12/09/16	12/02/16	12/02/16	12/13/16	12/15/16
12/16-12/31/16	12/16/16	12/19/16	12/22/16	12/21/16	12/16/16	12/16/16	12/28/16	12/30/16
01/01-01/15/17	01/03/17	01/05/17	01/10/17	01/09/17	01/03/17	01/03/17	1/11/17	01/13/17
01/16-01/31/17	01/18/17	01/23/17	01/26/17	01/25/17	01/18/17	01/18/17	1/27/17	01/31/17
02/01-02/15/17	02/02/17	02/07/17	02/10/17	02/09/17	02/02/17	02/02/17	02/13/17	02/15/17
02/16-02/29/17	02/16/17	02/17/17	02/22/17	02/22/17	02/16/17	02/16/17	02/24/17	02/28/17
03/01-03/15/17	03/02/17	03/07/17	03/10/17	03/09/17	03/02/17	03/02/17	03/13/17	03/15/17
03/16-03/31/17	03/17/17	03/23/17	03/28/17	03/27/17	03/17/17	03/17/17	03/29/17	03/31/17
04/01-04/15/17	04/04/17	04/06/17	04/11/17	04/10/17	04/04/17	04/04/17	04/12/17	04/14/17
04/16-04/30/17	04/18/17	04/20/17	04/25/17	04/24/17	04/18/17	04/18/17	04/26/17	04/28/17
05/01-05/15/17	05/02/17	05/05/17	05/10/17	05/09/17	05/02/17	05/02/17	05/11/17	05/15/17
05/16-05/31/17	05/17/17	05/19/17	05/25/17	05/24/17	05/17/17	05/17/17	05/26/17	05/31/17
06/01-06/15/17	06/02/17	06/07/17	06/12/17	06/09/17	06/02/17	06/02/17	06/13/17	06/15/17
06/16-06/30/17	06/19/17	06/22/17	06/27/17	06/26/17	06/19/17	06/19/17	06/28/17	06/30/17
One Time Bonus	11/1/2016						11/16/16	11/30/16
Wellness Rewards	3/1/2017						03/16/17	03/31/17

Files for Smart Find and Synovia cover hours worked in the previous pay period  
 Leave Summary Document covers absences from the previous pay period  
 Spring Break