



Paydays and Time Sheets 2015 - 2016

Pay Period	Payday	Time Sheet / Claim Form Due Date
6/16/15 - 7/15/15	July 31, 2015	July 16, 2015
7/16/15 - 8/15/15	August 31, 2015	August 17, 2015
8/16/15 - 9/15/15	September 30, 2015	September 16, 2015
9/16/15 - 10/15/15	October 30, 2015	October 16, 2015
10/16/15 - 11/15/15	November 30, 2015	November 16, 2015
11/16/15 - 12/15/15	December 18, 2015	December 15, 2015
12/16/15 - 1/15/16	January 29, 2016	January 19, 2016
1/16/16 - 2/15/16	February 29, 2016	February 16, 2016
2/16/16 - 3/15/16	March 31, 2016	March 16, 2016
3/16/16 - 4/15/16	April 29, 2016	April 18, 2016
4/16/16 - 5/15/16	May 27, 2016	May 16, 2016
5/16/16 - 6/15/16	June 30, 2016	June 16, 2016

- Changes to this document will be sent out via e-mail and posted on the district website.
- Time sheets should be turned into the school secretary or district office before 2:00 P.M. on the specified due date to ensure on time payment.
- Payroll periods are from the 16th of the previous month to the 15th of the payment month.
- Most stipends require a claim form that can be filled out and turned in at the district office. Coaching stipends are paid in full at the end of the sport's season or half the stipend half way through the season and half at the end.

Contact Koby Willis at the district office with questions regarding payments and time sheets
 Office: (435) 577-2912 Ext: 2002 - E-mail: koby.willis@piutek12.org