

**2011 - 2012 PAYROLL SCHEDULE
746 (PER DIEM) / 747 (PER SESSION) PAYROLLS**

PAY PERIOD EARNED DATES	TIMEKEEPING/ APPROVALS CLOSE DATE	APPOINTMENTS SENT	GROSS PAY/ ONE TIME ADJ FISA CALC	EFT STOP PAYMENT DEADLINE	MAILING/ CHECK DATE
7/01/11 – 7/15/11	7/21	7/22	7/27	7/28	8/02/11
7/16/11 – 7/31/11	8/04	8/05	8/10	8/11	8/16/11
8/01/11 – 8/15/11	8/19	8/22	8/25	8/26	8/31/11
8/16/11 – 8/31/11	9/07	9/08	9/13	9/14	9/19/11
9/01/11 – 9/15/11	9/21	9/22	9/27	9/28	10/05/11
9/16/11 – 9/30/11	10/06	10/07	10/13	10/14	10/19/11
10/01/11 – 10/15/11	10/20	10/21	10/26	10/27	11/01/11
10/16/11 – 10/31/11	11/04	11/07	11/14	11/15	11/18/11
11/01/11 – 11/15/11	11/21	11/22	11/29	11/30	12/05/11
11/16/11 – 11/30/11	12/06	12/07	12/12	12/13	12/16/11
12/01/11 – 12/15/11	12/21	12/22	12/28	12/29	1/04/12
12/16/11 – 12/31/11	1/06	1/09	1/12	1/13	1/19/12
1/01/12 – 1/15/12	1/20	1/23	1/26	1/27	2/01/12
1/16/12 – 1/31/12	2/06	2/07	2/10	2/13	2/16/12
2/01/12 – 2/15/12	2/28 *	2/29	3/05	3/06	3/09/12
2/16/12 – 2/28/12	3/06	3/07	3/12	3/13	3/16/12
3/01/12 – 3/15/12	3/21	3/22	3/27	3/28	4/02/12
3/16/12 – 3/31/12	4/05	4/16	4/19	4/20	4/25/12
4/01/12 – 4/15/12	4/19	4/20	4/25	4/26	5/01/12
4/16/12 – 4/30/12	5/04	5/07	5/10	5/11	5/16/12
5/01/12 – 5/15/12	5/21	5/22	5/25	5/29	6/01/12
5/16/12 – 5/31/12	6/06	6/07	6/12	6/13	6/18/12
6/01/12 – 6/15/12	6/21	6/22	6/27	6/28	7/03/12
6/16/12 – 6/30/12	6/29	6/22	7/05	7/06	7/11/12

* TIMEKEEPING DELAYED TO ACCOMMODATE MID-WINTER RECESS

WINTER RECESS: 12/26/11 – 01/02/12 MID-WINTER RECESS: 2/20/12 – 2/24/12

SPRING RECESS: 4/06/12 – 4/13/12

FISCAL YEAR ROLLOVER (TENTATIVE): 6/23/12 – 6/29/12

DATES ARE SUBJECT TO CHANGE. UP-TO-DATE PAYROLL INFORMATION CAN BE OBTAINED FROM THE PDPS PER DIEM/PER SESSION PAYROLL BULLETIN BOARDS, THE TBNK PER SESSION PAYROLL BULLETIN BOARD, THE DIVISION OF FINANCIAL OPERATIONS (DFO) WEBSITE: <http://SCHOOLS.NYC.GOV/OFFICES/DFO> AND THE DFO PAYROLL PORTAL: <https://PAYROLLPORTAL.NYCBOE.NET>