

**WEAKLEY COUNTY
GENERAL FUND TIME SHEET SCHEDULE
2016 - 2017**

**TIME SHEETS MUST BE TURNED INTO THE DEPARTMENT OF FINANCE
BY THE DATES LISTED IN TABLE BELOW.**

PAYROLL DATES	ALL FULL TIME PERSONNEL TIME SHEETS DUE BY	ALL PART TIME AND HOURLY PERSONNEL TIME SHEETS DUE BY
July 29, 2016	July 8, 2016	July 20, 2016
August 30, 2016	August 10, 2016	August 19, 2016
September 30, 2016	September 9, 2016	September 20, 2016
October 28, 2016	October 10, 2016	October 20, 2016
November 30, 2016	November 10, 2016	November 18, 2016
December 30, 2016	December 5, 2016	December 16, 2016
January 30, 2017	January 10, 2017	January 20, 2017
February 28, 2017	February 10, 2017	February 17, 2017
March 30, 2017	March 10, 2017	March 20, 2017
April 28, 2017	April 10, 2017	April 20, 2017
May 30, 2017	May 10, 2017	May 19, 2017
June 30, 2017	June 5, 2017	June 9, 2017

**LONGEVITY CHECKS ARE PAID ON THE END OF MONTH PAYROLL CYCLE
FOLLOWING THE EMPLOYEE'S ANNIVERSARY DATE. AN EMPLOYEE WILL NOT
RECEIVE LONGEVITY PAY IF ON AN UNPAID LEAVE.**