



**District Offices Building**

**TO:** Non-Certified Employees (Except Groundsmen, Engineers, and Warehousemen)

**FROM:** Katie Allen, Lead Payroll Technician, (406) 268-6064

**DATE:** 2017-2018 School Year

**RE:** Time Frame for Completing Time Cards

Time cards should be completed through the dates shown on the schedule below.

Payday will be the last business day of each month.

**DATES FOR COMPLETION OF TIME CARDS**

<u>PAY PERIODS</u>	<u>TIME CARDS DUE</u>	<u># OF DAYS</u>
JUNE 21 - JULY 20	JULY 24	22
JULY 21 - AUGUST 20	AUGUST 23	21
AUGUST 21 - SEPTEMBER 20	SEPTEMBER 22	23
SEPTEMBER 21 - OCTOBER 20	OCTOBER 24	22
OCTOBER 21 - NOVEMBER 20	NOVEMBER 21	21
NOVEMBER 21 - DECEMBER 20 ( <u>NO</u> early payday)	DECEMBER 21	22
DECEMBER 21 - JANUARY 20	JANUARY 23	22
JANUARY 21 - FEBRUARY 20	FEBRUARY 21	22
FEBRUARY 21 - MARCH 20	MARCH 22	20
MARCH 21 - APRIL 20	APRIL 23	23
APRIL 21 - MAY 20	MAY 22	20
MAY 21 - JUNE 20	JUNE 20	23

**PLEASE DO NOT USE AN "X" OR "0" ON NON-WORKDAYS**