

MANCHESTER BOARD OF EDUCATION
2016-2017 TIME & ABSENCE REPORTING SCHEDULE

REGULAR PAYROLLS	TIME REPORTING PERIOD	SUBMITTING DATE & KRONOS TIMESHEET APPROVAL	PAYROLL DATE
B1701	6/19/16 - 7/2/16	7/1/16 Paper 7/5/16 Kronos (Monday 7/4 Holiday)	7/8/2016
B1702	7/3/16 - 7/16/16	7/18/2016	7/22/2016
B1703	7/17/16 - 7/30/16	8/1/2016	8/5/2016
B1704	7/31/16 - 8/13/16	8/15/2016	8/19/2016
B1705	8/14/16 - 8/27/16	8/29/2016	9/2/2016
B1706	8/28/16 - 9/10/16	9/12/2016	9/16/2016
B1707	9/11/16 - 9/24/16	9/26/2016	9/30/2016
B1708	9/25/16 - 10/8/16	10/7/16 Paper 10/11/16 Kronos (Monday 10/10 Holiday)	10/14/2016
B1709	10/9/16 - 10/22/16	10/24/2016	10/28/2016
B1710	10/23/16 - 11/5/16	11/7/2014 (10:00am)	11/10/2016 THURSDAY
B1711	11/6/16 - 11/19/16	11/21/2016	11/25/2016
B1712	11/20/16 - 12/3/16	12/5/2016	12/9/2016
B1713	12/4/16 - 12/17/16	12/19/2016	12/23/2016
B1714	12/18/16 - 12/31/16	12/30/2017 Paper 1/3/17 Kronos (Monday 1/2 Holiday)	1/6/2017
B1716	1/1/17 - 1/14/17	1/13/2017 Paper 1/17/17 Kronos (Monday 1/16 Holiday)	1/20/2017
B1717	1/15/17 - 1/28/17	1/30/2017	2/3/2017
B1717	1/29/17 - 2/11/17	2/13/2017	2/17/2017
B1718	2/12/17 - 2/25/17	2/27/2017	3/3/2017
B1719	2/26/17 - 3/11/17	3/13/2017	3/17/2017
B1720	3/12/17 - 3/25/17	3/27/2017	3/31/2017
B1721	3/26/17 - 4/8/17	4/10/2017	4/14/2017
B1722	4/9/17 - 4/22/17	4/24/2017	4/28/2017
B1723	4/23/17 - 5/6/17	5/8/2017	5/12/2017
B1724	5/7/17 - 5/20/17	5/22/2017	5/26/2017
B1725	5/21/17 - 6/3/17	6/5/2017	6/9/2017
B1726	6/4/17 - 6/17/17	6/19/2017	6/23/2017
B1801	6/18/17 - 7/1/17	7/3/2017*	7/7/2017

* IN ORDER TO PROCESS THE ACCRUAL FISCAL YEAR END, ABSENCES THROUGH 6/30 MUST BE POSTED FOR 7/1 EACH YEAR. QUESTIONS? PLEASE CALL THE PAYROLL OFFICE

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