

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2016-17
10.5 MONTH HOURLY (Scheduled Work Year 07/25/16 - 06/2/17)

**10.5 MONTH HOURLY
GENERAL OFFICE SECRETARIES (GOS)**

**For APECS use only
105 MH
Paid over 26
Periods**

Timesheet Pay Period	Calendar Pay Period	ATTENDANCE PERIODS		WORK	PAID HOLIDAYS	Total Work plus Holiday's	NON PAID	Total	APPROVAL DEADLINE *	PAY DAY
		TIMESHEET & PAYROLL Calendar Days in Pay Period BEGINNING	ENDING							
3	1	07/21/16	08/03/16	8.00		8.00	2.00	10.00	08/03/16	08/12/16
4	2	08/04/16	08/17/16	10.00	-	10.00		10.00	08/17/16	08/26/16
5	3	08/18/16	08/31/16	10.00	-	10.00		10.00	08/31/16	09/09/16
6	4	09/01/16	09/14/16	9.00	1.00	10.00		10.00	09/14/16	09/23/16
7	5	09/15/16	09/28/16	10.00	-	10.00		10.00	09/28/16	10/07/16
8	6	09/29/16	10/12/16	7.00	1.00	8.00	2.00	10.00	10/12/16	10/21/16
9	7	10/13/16	10/26/16	8.00	2.00	10.00		10.00	10/26/16	11/04/16
10	8	10/27/16	11/09/16	10.00	-	10.00		10.00	11/09/16	11/18/16
11	9	11/10/16	11/23/16	9.00	1.00	10.00		10.00	11/23/16	12/02/16
12	10	11/24/16	12/07/16	8.00	2.00	10.00		10.00	12/07/16	12/16/16
13	11	12/08/16	12/21/16	8.00	-	8.00	2.00	10.00	12/21/16	12/31/15
14	12	12/22/16	01/04/17	2.00	5.00	7.00	3.00	10.00	01/04/17	01/13/17
15	13	01/05/17	01/18/17	9.00	1.00	10.00		10.00	01/18/17	01/27/17
16	14	01/19/17	02/01/17	10.00	-	10.00		10.00	02/01/17	02/10/17
17	15	02/02/17	02/15/17	10.00	-	10.00		10.00	02/15/17	02/24/17
18	16	02/16/17	03/01/17	9.00	1.00	10.00		10.00	03/01/17	03/10/17
19	17	03/02/17	03/15/17	7.00	3.00	10.00		10.00	03/15/17	03/24/17
20	18	03/16/17	03/29/17	8.00	2.00	10.00		10.00	03/29/17	04/07/17
21	19	03/30/17	04/12/17	10.00	-	10.00		10.00	04/12/17	04/21/17
22	20	04/13/17	04/26/17	9.00	1.00	10.00		10.00	04/26/17	05/05/17
23	21	04/27/16	05/10/17	10.00	-	10.00		10.00	05/10/17	05/19/17
24	22	05/11/17	05/24/17	10.00	-	10.00		10.00	05/24/17	06/02/17
25	23	05/25/17	06/07/17	6.00		6.00	1.00	7.00	06/07/17	06/16/17
				197.00	20.00	217.00	10.00			

*Start date is 7/25/2016. End date is 6/2/2017.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION

Labor Day	September 5, 2016	1.00
Fall Break	October 12-14, 2016	3.00
Veterans Day	November 11, 2016	1.00
Thanksgiving	November 24-25, 2016	2.00
Winter Break	Dec. 22, 23, 26, 30 & January 2, 2016	5.00
MLK Day	January 16, 2017	1.00
Presidents Day	February 20, 2017	1.00
Spring Break	March 13 - 17, 2017	5.00
Good Friday	April 14, 2017	1.00

NON WORK NON PAID DAYS

Fall Break, October 10-14, 2016	5.00
Winter Break, Dec. 20, 21, 27, 2	5.00
Memorial Day, May 29, 2017	1.00
Total	11.00

Total 20.00

**SHELBY COUNTY SCHOOLS PAY SCHEDULE 2016-17
12 MONTH SALARIED (Scheduled Work Year 07/01/16 - 06/30/17)**

**Central Office, Principals, Vice Principals, Social Workers, School Psychologists, CNC Managerial & Prof. Staff
(admin assistants & clerical), Drug & Alcohol Counselors ,12 Month Teachers Exceptional Children**

**For APECS use only
12 MS
Paid over 26 Even
Pay Periods**

Timesheet Pay Period	Calendar Pay Period	TIMESHEET & PAYROLL	ATTENDANCE PERIODS	WORK DAYS	PAID HOLIDAYS	TOTAL	APPROVAL DEADLINE *	PAY DAY	
		Calendar Days in Pay Period							
1	1	7/1/2016	7/8/2016	5.00	1.00	6.00	07/07/16	07/15/16	26
2	2	7/9/2016	7/22/2016	10.00		10.00	07/21/16	07/29/16	25
3	3	7/23/2016	8/5/2016	10.00		10.00	08/04/16	08/12/16	24
4	4	8/6/2016	8/19/2016	10.00		10.00	08/18/16	08/26/16	23
5	5	8/20/2016	9/2/2016	10.00		10.00	09/01/16	09/09/16	22
6	6	9/3/2016	9/16/2016	9.00	1.00	10.00	09/15/16	09/23/16	21
7	7	9/17/2016	9/30/2016	10.00		10.00	09/29/16	10/07/16	20
8	8	10/1/2016	10/14/2016	10.00		10.00	10/13/16	10/21/16	19
9	9	10/15/2016	10/28/2016	10.00		10.00	10/27/16	11/04/16	18
10	10	10/29/2016	11/11/2016	9.00	1.00	10.00	11/10/16	11/18/16	17
11	11	11/12/2016	11/25/2016	8.00	2.00	10.00	11/21/16	12/02/16	16
12	12	11/26/2016	12/9/2016	10.00		10.00	12/08/16	12/16/16	15
13	13	12/10/2016	12/23/2016	9.00	1.00	10.00	12/19/16	12/30/16	14
14	14	12/24/2016	1/6/2017	4.00	6.00	10.00	01/05/17	01/13/17	13
15	15	1/7/2017	1/20/2017	9.00	1.00	10.00	01/19/17	01/27/17	12
16	16	1/21/2017	2/3/2017	10.00		10.00	02/02/17	02/10/17	11
17	17	2/4/2017	2/17/2017	10.00		10.00	02/16/17	02/24/17	10
18	18	2/18/2017	3/3/2017	10.00		10.00	03/02/17	03/10/17	9
19	19	3/4/2017	3/17/2017	8.00	2.00	10.00	03/16/17	03/24/17	8
20	20	3/18/2017	3/31/2017	10.00		10.00	03/30/17	04/07/17	7
21	21	4/1/2017	4/14/2017	9.00	1.00	10.00	04/13/17	04/21/17	6
22	22	4/15/2017	4/28/2017	10.00		10.00	04/27/17	05/05/17	5
23	23	4/29/2017	5/12/2017	10.00		10.00	05/11/17	05/19/17	4
24	24	5/13/2017	5/26/2017	10.00		10.00	05/25/17	06/02/17	3
25	25	5/27/2017	6/9/2017	9.00	1.00	10.00	06/08/17	06/16/17	2
26	26	6/10/2017	6/30/2017	14.00		14.00	06/22/17	06/30/17	1
			Total	243.00	17.00	260.00			

Note: 12MS employees are paid evenly over 26 pay periods, therefore this calendar should be used as a guide for paydays and holidays only . It does not represent the actual number of days being paid during a pay period.

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION

Independence Day	July 4, 2016	1
Labor Day	September 5, 2016	1
Veterans Day	November 11, 2016	1
Thanksgiving	November 24-25, 2016	2
Winter Break	Dec 23, 2016 - January 2, 2017	7
Martin Luther King Day	January 16, 2017	1
Spring Break	March 16-17, 2017	2
Good Friday	April 14, 2017	1
Memorial Day	May 29, 2017	1
Total Holidays		17

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2016-17
12 MONTH HOURLY (Scheduled Work Year 07/01/16 - 06/30/17)

**Central Office Support Staff, Maintenance, Warehouse, Custodial/Grounds, Raineswood Residential Training
Center Assistants, CNC Operations(central kitchen & warehouse), Mobile Security Officers, Prep School Support & Financial Secretaries**

For APECS use only

Timesheet Pay Period	Calendar Pay Period	TIMESHEET ATTENDANCE		WORK DAYS	PAID HOLIDAYS	TOTAL	APPROVAL DEADLINE	PAY DAY
		& PAYROLL Calendar Days	PERIODS in Pay Period					
1	1	7/1/2016	7/8/2016	5.00	1.00	6.00	07/07/16	07/15/16
2	2	7/9/2016	7/22/2016	10.00		10.00	07/21/16	07/29/16
3	3	7/23/2016	8/5/2016	10.00		10.00	08/04/16	08/12/16
4	4	8/6/2016	8/19/2016	10.00		10.00	08/18/16	08/26/16
5	5	8/20/2016	9/2/2016	10.00		10.00	09/01/16	09/09/16
6	6	9/3/2016	9/16/2016	9.00	1.00	10.00	09/15/16	09/23/16
7	7	9/17/2016	9/30/2016	10.00		10.00	09/29/16	10/07/16
8	8	10/1/2016	10/14/2016	10.00		10.00	10/13/16	10/21/16
9	9	10/15/2016	10/28/2016	10.00		10.00	10/27/16	11/04/16
10	10	10/29/2016	11/11/2016	9.00	1.00	10.00	11/10/16	11/18/16
11	11	11/12/2016	11/25/2016	8.00	2.00	10.00	11/21/16	12/02/16
12	12	11/26/2016	12/9/2016	10.00		10.00	12/08/16	12/16/16
13	13	12/10/2016	12/23/2016	9.00	1.00	10.00	12/19/16	12/31/15
14	14	12/24/2016	1/6/2017	4.00	6.00	10.00	01/05/17	01/13/17
15	15	1/7/2017	1/20/2017	9.00	1.00	10.00	01/19/17	01/27/17
16	16	1/21/2017	2/3/2017	10.00		10.00	02/02/17	02/10/17
17	17	2/4/2017	2/17/2017	10.00		10.00	02/16/17	02/24/17
18	18	2/18/2017	3/3/2017	10.00		10.00	03/02/17	03/10/17
19	19	3/4/2017	3/17/2017	8.00	2.00	10.00	03/16/17	03/24/17
20	20	3/18/2017	3/31/2017	10.00		10.00	03/30/17	04/07/17
21	21	4/1/2017	4/14/2017	9.00	1.00	10.00	04/13/17	04/21/17
22	22	4/15/2017	4/28/2017	10.00		10.00	04/27/17	05/05/17
23	23	4/29/2017	5/12/2017	10.00		10.00	05/11/17	05/19/17
24	24	5/13/2017	5/26/2017	10.00		10.00	05/25/17	06/02/17
25	25	5/27/2017	6/9/2017	9.00	1.00	10.00	06/08/17	06/16/17
26	26	6/10/2017	6/23/2017	10.00		10.00	06/22/17	06/30/17
27	27	6/24/2017	6/30/2017	5.00		5.00	07/06/17	07/14/17
				244.00	17.00	261.00		

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION

Independence Day	July 4, 2016	1
Labor Day	September 5, 2016	1
Veterans Day	November 11, 2016	1
Thanksgiving	November 24-25, 2016	2
Winter Break	Dec 23, 2016 - January 2, 2017	7
Martin Luther King Day	January 16, 2017	1
Spring Break	March 16-17, 2017	2
Good Friday	April 14, 2017	1
Memorial Day	May 29, 2017	1
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Total Holidays 17

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2016-17
12 MONTH HOURLY (Scheduled Work Year 07/01/16 - 06/30/17)

CNC -Warehouse Workers 2nd Shift
(Sunday through Thursday)

For APECS use only

Timesheet Pay Period	Calendar Pay Period	TIMESHEET ATTENDANCE & PAYROLL PERIODS		WORK DAYS	PAID HOLIDAYS	TOTAL	APPROVAL DEADLINE	PAY DAY
		Calendar Days in Pay Period						
1	1	7/1/2016	7/7/2016	5.00	1.00	6.00	07/07/16	07/15/16
2	2	7/8/2016	7/21/2016	10.00		10.00	07/21/16	07/29/16
3	3	7/22/2016	8/4/2016	10.00		10.00	08/04/16	08/12/16
4	4	8/5/2016	8/18/2016	10.00		10.00	08/18/16	08/26/16
5	5	8/19/2016	9/1/2016	10.00		10.00	09/01/16	09/09/16
6	6	9/2/2016	9/15/2016	9.00	1.00	10.00	09/15/16	09/23/16
7	7	9/16/2016	9/29/2016	10.00		10.00	09/29/16	10/07/16
8	8	9/30/2016	10/13/2016	10.00		10.00	10/13/16	10/21/16
9	9	10/14/2016	10/27/2016	10.00		10.00	10/27/16	11/04/16
10	10	10/28/2016	11/10/2016	9.00	1.00	10.00	11/10/16	11/18/16
11	11	11/11/2016	11/24/2016	8.00	2.00	10.00	11/21/16	12/02/16
12	12	11/25/2016	12/8/2016	10.00		10.00	12/08/16	12/16/16
13	13	12/9/2016	12/22/2016	9.00	1.00	10.00	12/19/16	12/31/15
14	14	12/23/2016	1/5/2017	4.00	6.00	10.00	01/05/17	01/13/17
15	15	1/6/2017	1/19/2017	9.00	1.00	10.00	01/19/17	01/27/17
16	16	1/20/2017	2/2/2017	10.00		10.00	02/02/17	02/10/17
17	17	2/3/2017	2/16/2017	10.00		10.00	02/16/17	02/24/17
18	18	2/17/2017	3/2/2017	10.00		10.00	03/02/17	03/10/17
19	19	3/3/2017	3/16/2017	8.00	2.00	10.00	03/16/17	03/24/17
20	20	3/17/2017	3/30/2017	10.00		10.00	03/30/17	04/07/17
21	21	3/31/2017	4/13/2017	9.00	1.00	10.00	04/13/17	04/21/17
22	22	4/14/2017	4/27/2017	10.00		10.00	04/27/17	05/05/17
23	23	4/28/2017	5/11/2017	10.00		10.00	05/11/17	05/19/17
24	24	5/12/2017	5/25/2017	10.00		10.00	05/25/17	06/02/17
25	25	5/26/2017	6/8/2017	9.00	1.00	10.00	06/08/17	06/16/17
26	26	6/9/2017	6/22/2017	10.00		10.00	06/22/17	06/30/17
27	27	6/23/2017	6/29/2017	5.00		5.00	07/06/17	07/14/17
				244.00	17.00	261.00		

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION

Independence Day	July 4, 2016	1
Labor Day	September 5, 2016	1
Veterans Day	November 11, 2016	1
Thanksgiving	November 24-25, 2016	2
Winter Break	Dec 23, 2016 - January 2, 2017	7
Martin Luther King Day	January 16, 2017	1
Spring Break	March 16-17, 2017	2
Good Friday	April 14, 2017	1
Memorial Day	May 29, 2017	1
Total Holidays		17

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2016-17
11 MONTH SALARIED (Scheduled Work Year 07/11/16 - 06/2/17)

Instructional Coaches (PD)

For APECS use only
11-ISC
Paid over 26
periods

Timesheet Pay Period	Calendar Pay Period	TIMESHEET & PAYROLL Calendar Days in Pay Period	ATTENDANCE PERIODS	WORK ADMIN	IN SERVICE	HOLIDAY/ VACATION	TOTAL	APPROVAL DEADLINE	PAY DAY	
		07/01/16	07/06/16	-			-	07/07/16	07/15/16	
1	1	07/07/16	07/20/16	8.00			8.00	07/21/16	07/29/16	26
2	2	07/21/16	08/03/16	8.50	1.50		10.00	08/04/16	08/12/16	25
3	3	08/04/16	08/17/16	9.50	0.50		10.00	08/18/16	08/26/16	24
4	4	08/18/16	08/31/16	10.00			10.00	09/01/16	09/09/16	23
5	5	09/01/16	09/14/16	9.00		1.00	10.00	09/15/16	09/23/16	22
6	6	09/15/16	09/28/16	9.00	1.00		10.00	09/29/16	10/07/16	21
7	7	09/29/16	10/12/16	7.00			7.00	10/13/16	10/21/16	20
8	8	10/13/16	10/26/16	8.00			8.00	10/27/16	11/04/16	19
9	9	10/27/16	11/09/16	10.00			10.00	11/10/16	11/18/16	18
10	10	11/10/16	11/23/16	8.00		2.00	10.00	11/21/16	12/02/16	17
11	11	11/24/16	12/07/16	8.00		2.00	10.00	12/08/16	12/16/16	16
12	12	12/08/16	12/21/16	7.00	1.00		8.00	12/19/16	12/31/15	15
13	13	12/22/16	01/04/17	2.00		5.00	7.00	01/05/17	01/13/17	14
14	14	01/05/17	01/18/17	9.00		1.00	10.00	01/19/17	01/27/17	13
15	15	01/19/17	02/01/17	10.00			10.00	02/02/17	02/10/17	12
16	16	02/02/17	02/15/17	9.00	1.00		10.00	02/16/17	02/24/17	11
17	17	02/16/17	03/01/17	10.00			10.00	03/02/17	03/10/17	10
18	18	03/02/17	03/15/17	7.00			7.00	03/16/17	03/24/17	9
19	19	03/16/17	03/29/17	8.00			8.00	03/30/17	04/07/17	8
20	20	03/30/17	04/12/17	10.00			10.00	04/13/17	04/21/17	7
21	21	04/13/17	04/26/17	9.00		1.00	10.00	04/27/17	05/05/17	6
22	22	04/27/16	05/10/17	10.00			10.00	05/11/17	05/19/17	5
23	23	05/11/17	05/24/17	10.00			10.00	05/25/17	06/02/17	4
24	24	05/25/17	06/07/17	6.00			6.00	06/08/17	06/16/17	3
25	25	School Year 16/17 Balance						06/22/17	06/30/17	2
26	26	School Year 16/17 Balance						07/06/17	07/14/17	1
				202.00	5.00	12.00	219.00			

*Start date is 7/11/2016. End date is 6/02/2017.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

IN-SERVICE DAYS

August 1, 2016	0.50
August 3, 2016	1.00
August 4, 2016	0.50
September 16, 2016	1.00
December 19, 2016	1.00
February 10, 2017	1.00
Total	5.00

ADMINISTRATIVE DAYS

August 1, 2016	0.50
August 2, 2016	1.00
August 4, 2016	0.50
August 5, 2016	1.00
December 16, 2016	0.50
May 26, 2017	0.50
Total	4.00

HOLIDAYS / VACATION

Labor Day	September 5, 2016	1.00
Veterans Day	November 11, 2016	1.00
Thanksgiving	November 23-25, 2016	3.00
Winter Break- Paid Days	Dec 22, 23, 26, 30, Jan	5.00
Martin Luther King, Jr Day	January 16, 2017	1.00
Good Friday	April 14, 2017	1.00
Total		12.00

NON WORK NON PAID DAYS

Fall Break, October 10-14, 2016	5
Winter Break, Dec. 20, 21, 27, 28, 29	5
Spring Break, March 13-17, 2017	5
Memorial Day, May 29, 2017	1
	16

**SHELBY COUNTY SCHOOLS PAY SCHEDULE 2016-17
11 MONTH SALARIED (Scheduled Work Year 07/18/16 - 06/09/17)**

CSH Social Workers, Clinical Lead Nurse and Behavioral Analysts.

**For APECS use only
11 MS
Paid over 26
periods**

Timesheet Pay Period	Calendar Pay Period	TIMESHEET & PAYROLL	ATTENDANCE PERIODS	WORK ADMIN	IN-SVC DAYS	HOLIDAY/ VACATION	TOTAL	APPROVAL DEADLINE	PAY DAY	
		Calendar Days in Pay Period								
		07/01/16	07/06/16	-				07/07/16	07/15/16	
2	1	07/07/16	07/20/16	3.00			3.00	07/21/16	07/29/16	26
3	2	07/21/16	08/03/16	8.50	1.50		10.00	08/04/16	08/12/16	25
4	3	08/04/16	08/17/16	9.50	0.50		10.00	08/18/16	08/26/16	24
5	4	08/18/16	08/31/16	10.00			10.00	09/01/16	09/09/16	23
6	5	09/01/16	09/14/16	9.00		1.00	10.00	09/15/16	09/23/16	22
7	6	09/15/16	09/28/16	9.00	1.00		10.00	09/29/16	10/07/16	21
8	7	09/29/16	10/12/16	6.00		1.00	7.00	10/13/16	10/21/16	20
9	8	10/13/16	10/26/16	6.00		2.00	8.00	10/27/16	11/04/16	19
10	9	10/27/16	11/09/16	10.00			10.00	11/10/16	11/18/16	18
11	10	11/10/16	11/23/16	9.00		1.00	10.00	11/21/16	12/02/16	17
12	11	11/24/16	12/07/16	8.00		2.00	10.00	12/08/16	12/16/16	16
13	12	12/08/16	12/21/16	6.00	1.00	1.00	8.00	12/19/16	12/31/15	15
14	13	12/22/16	01/04/17	2.00		5.00	7.00	01/05/17	01/13/17	14
15	14	01/05/17	01/18/17	10.00		-	10.00	01/19/17	01/27/17	13
16	15	01/19/17	02/01/17	10.00			10.00	02/02/17	02/10/17	12
17	16	02/02/17	02/15/17	9.00	1.00		10.00	02/16/17	02/24/17	11
18	17	02/16/17	03/01/17	9.00		1.00	10.00	03/02/17	03/10/17	10
19	18	03/02/17	03/15/17	4.00		3.00	7.00	03/16/17	03/24/17	9
20	19	03/16/17	03/29/17	6.00		2.00	8.00	03/30/17	04/07/17	8
21	20	03/30/17	04/12/17	10.00			10.00	04/13/17	04/21/17	7
22	21	04/13/17	04/26/17	9.00		1.00	10.00	04/27/17	05/05/17	6
23	22	04/27/16	05/10/17	10.00			10.00	05/11/17	05/19/17	5
24	23	05/11/17	05/24/17	10.00			10.00	05/25/17	06/02/17	4
25	24	05/25/17	06/07/17	9.00			9.00	06/08/17	06/16/17	3
26	25	06/08/17	06/09/17	2.00		-	2.00	06/22/17	06/30/17	2
	26	School Year 16/17 Balance						07/06/17	07/14/17	1
				194.00	5.00	20.00	219.00			

***Start date is 7/18/2016. End date is 6/09/2017.**

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

IN-SERVICE DAYS

August 1, 2016	0.50
August 3, 2016	1.00
August 4, 2016	0.50
September 16, 2016	1.00
December 19, 2016	1.00
February 10, 2017	1.00
Total	5.00

ADMINISTRATIVE DAYS

August 1, 2016	0.50
August 2, 2016	1.00
August 4, 2016	0.50
August 5, 2016	1.00
December 16, 2016	0.50
May 5, 2017	0.50
Total	4.00

HOLIDAYS / VACATION

Labor Day, September 5, 2016	1.00
Fall Break, October 12-14, 2016	3.00
Veterans Day, November 11, 2016	1.00
Thanksgiving, November 24 - 25, 2016	2.00
Winter Break, Dec. 22, 23, 26, 30 & January 2, 2016	5.00
MLK Day, January 16, 2017	1.00
Presidents Day, February 20, 2017	1.00

NON WORK NON PAID DAYS

Fall Break, October 10-14, 2016	5.00
Winter Break, Dec. 20, 21, 27, 28, 29	5.00
Memorial Day, May 29, 2017	1.00
	11.00

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2016-17
11 MONTH HOURLY (Scheduled Work Year 07/18/16 - 06/09/17)

CSH-Family Resource Associates

For APECS use only

Timesheet Pay Period	Calendar Pay Period	TIMESHEET ATTENDANCE & PAYROLL PERIODS		WORK ADMIN	IN-SVC DAYS	HOLIDAY/ VACATION	TOTAL	APPROVAL DEADLINE	PAY DAY
		Calendar Days in Pay Period	Calendar Days in Pay Period						
		7/1/2016	7/6/2016	-				07/07/16	07/15/16
	1	07/07/16	07/20/16	3.00			3.00	07/21/16	07/29/16
3	2	07/21/16	08/03/16	8.50	1.50		10.00	08/04/16	08/12/16
4	3	08/04/16	08/17/16	9.50	0.50		10.00	08/18/16	08/26/16
5	4	08/18/16	08/31/16	10.00			10.00	09/01/16	09/09/16
6	5	09/01/16	09/14/16	9.00		1.00	10.00	09/15/16	09/23/16
7	6	09/15/16	09/28/16	9.00	1.00		10.00	09/29/16	10/07/16
8	7	09/29/16	10/12/16	6.00		1.00	7.00	10/13/16	10/21/16
9	8	10/13/16	10/26/16	6.00		2.00	8.00	10/27/16	11/04/16
10	9	10/27/16	11/09/16	10.00			10.00	11/10/16	11/18/16
11	10	11/10/16	11/23/16	9.00		1.00	10.00	11/21/16	12/02/16
12	11	11/24/16	12/07/16	8.00		2.00	10.00	12/08/16	12/16/16
13	12	12/08/16	12/21/16	6.00	1.00	1.00	8.00	12/19/16	12/31/15
14	13	12/22/16	01/04/17	2.00		5.00	7.00	01/05/17	01/13/17
15	14	01/05/17	01/18/17	10.00		-	10.00	01/19/17	01/27/17
16	15	01/19/17	02/01/17	10.00			10.00	02/02/17	02/10/17
17	16	02/02/17	02/15/17	9.00	1.00		10.00	02/16/17	02/24/17
18	17	02/16/17	03/01/17	9.00		1.00	10.00	03/02/17	03/10/17
19	18	03/02/17	03/15/17	4.00		3.00	7.00	03/16/17	03/24/17
20	19	03/16/17	03/29/17	6.00		2.00	8.00	03/30/17	04/07/17
21	20	03/30/17	04/12/17	10.00			10.00	04/13/17	04/21/17
22	21	04/13/17	04/26/17	9.00		1.00	10.00	04/27/17	05/05/17
23	22	04/27/16	05/10/17	10.00			10.00	05/11/17	05/19/17
24	23	05/11/17	05/24/17	10.00			10.00	05/25/17	06/02/17
25	24	05/25/17	06/07/17	9.00			9.00	06/08/17	06/16/17
26	25	06/08/16	06/23/16	2.00	-	-	2.00	06/22/17	06/30/17
		School Year 16/17 Balance							07/14/17
				194.00	5.00	20.00	219.00		

*Start date is 7/18/2016. End date is 6/09/2017.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION

Labor Day, September 5, 2016	1.00
Fall Break, October 12-14, 2016	3.00
Veterans Day, November 11, 2016	1.00
Thanksgiving, November 24 - 25, 2016	2.00
Winter Break, Dec. 22, 23, 26, 30 & January 2, 2017	5.00
MLK Day, January 16, 2017	1.00
Presidents Day, February 20, 2017	1.00
Spring Break, March 13 - 17, 2017	5.00
Good Friday, April 14, 2017	1.00
Total	20.00

NON WORK NON PAID DAYS

Fall Break, October 10-14, 2016	5.00
Winter Break, Dec. 20, 21, 27, 28, 29, 30, 31, 2016	5.00
Memorial Day, May 29, 2017	1.00
	11.00

**SHELBY COUNTY SCHOOLS PAY SCHEDULE 2016-17
10.5 MONTH SALARIED (Scheduled Work Year 07/25/16 - 06/2/17)**

Assistant Principals, School Psychologist & Exceptional Children Social Workers

**For APECS use only
105 MS
Paid over 26
Periods**

Timesheet Pay Period	Calendar Pay Period	TIMESHEET		WORK	IN-SVC DAYS	PAID HOLIDAYS	TOTAL	APPROVAL DEADLINE *	PAY DAY
		ATTENDANCE							
		& PAYROLL PERIODS							
		Calendar Days in Pay Period							
		BEGINNING	ENDING						
1		7/7/2016	7/20/2016	-			-	07/07/16	07/15/16
2	1	07/21/16	08/03/16	6.50	1.50		8.00	07/21/16	07/29/16
3	2	08/04/16	08/17/16	9.50	0.50		10.00	08/04/16	08/12/16
4	3	08/18/16	08/31/16	10.00			10.00	08/18/16	08/26/16
5	4	09/01/16	09/14/16	9.00		1.00	10.00	09/01/16	09/09/16
6	5	09/15/16	09/28/16	9.00	1.00		10.00	09/15/16	09/23/16
7	6	09/29/16	10/12/16	7.00			7.00	09/29/16	10/07/16
8	7	10/13/16	10/26/16	8.00			8.00	10/13/16	10/21/16
9	8	10/27/16	11/09/16	10.00			10.00	10/27/16	11/04/16
10	9	11/10/16	11/23/16	8.00		2.00	10.00	11/10/16	11/18/16
11	10	11/24/16	12/07/16	8.00		2.00	10.00	11/21/16	12/02/16
12	11	12/08/16	12/21/16	7.00	1.00		8.00	12/08/16	12/16/16
13	12	12/22/16	01/04/17	2.00		5.00	7.00	12/19/16	12/31/15
14	13	01/05/17	01/18/17	9.00		1.00	10.00	01/05/17	01/13/17
15	14	01/19/17	02/01/17	10.00			10.00	01/19/17	01/27/17
16	15	02/02/17	02/15/17	9.00	1.00		10.00	02/02/17	02/10/17
17	16	02/16/17	03/01/17	10.00			10.00	02/16/17	02/24/17
18	17	03/02/17	03/15/17	7.00			7.00	03/02/17	03/10/17
19	18	03/16/17	03/29/17	8.00			8.00	03/16/17	03/24/17
20	19	03/30/17	04/12/17	10.00			10.00	03/30/17	04/07/17
21	20	04/13/17	04/26/17	9.00		1.00	10.00	04/13/17	04/21/17
22	21	04/27/16	05/10/17	10.00			10.00	04/27/17	05/05/17
23	22	05/11/17	05/24/17	10.00			10.00	05/11/17	05/19/17
24	23	05/25/17	06/07/17	6.00			6.00	05/25/17	06/02/17
25	24	School Year 16/17 Balance		-	-	-		06/08/17	06/16/17
	25	School Year 16/17 Balance						06/22/17	06/30/17
	26	School Year 16/17 Balance							07/14/17
				192.00	5.00	12.00	209.00		

*Start date is 7/25/2016. End date is 6/2/2016.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

IN-SERVICE DAYS

August 1, 2016	0.50
August 3, 2016	1.00
August 4, 2016	0.50
September 16, 2016	1.00
December 19, 2016	1.00
February 10, 2017	1.00
Total	5.00

ADMINISTRATIVE DAYS

August 1, 2016	0.50
August 2, 2016	1.00
August 4, 2016	0.50
August 5, 2016	1.00
December 16, 2016	0.50
May 5, 2017	0.50
Total	4.00

HOLIDAYS / VACATION

Labor Day	September 5, 2016	1.00
Veterans Day	November 11, 2016	1.00
Thanksgiving	November 23-25, 2016	3.00
Days	Dec 22, 23, 26, 30, Jan 2,	5.00
Martin Luther King, Jr		
Day	January 16, 2017	1.00
Good Friday	April 14, 2017	1.00
Total		12.00

NON WORK NON PAID DAYS

Fall Break, October 10-14, 2016	5.00
Winter Break, Dec. 20, 21, 27, 28, 29	5.00
Spring Break, March 13-17, 2017	5.00
Memorial Day, May 29, 2017	1.00
Total	16.00

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2016-17
10 MONTH SALARIED (Scheduled Work Year 08/1/16 - 05/26/17)

**Teachers, PLC Coaches, Elem/Mid School Counselors, Librarians, PIT Crew, Speech Language Therapists,
Title 1 Facilitators, OT/PtTs and Drug & Alcohol Counselors**

**For APECS use only
10 MS
Paid over
26 Periods**

Timesheet Pay Period	Calendar Pay Period	TIMESHEET & PAYROLL	ATTENDANCE PERIODS	WORK ADMIN	IN SRV DAYS	HOLIDAY/ VACATION	TOTAL	APPROVAL		
		Calendar Days in Pay Period						DEADLINE *	PAY DAY	
		BEGINNING	ENDING							
3	1	07/21/16	08/03/16	2.50	0.50		3.00	08/03/16	08/12/16	26
4	2	08/04/16	08/17/16	8.50	1.50		10.00	08/17/16	08/26/16	25
5	3	08/18/16	08/31/16	10.00			10.00	08/31/16	09/09/16	24
6	4	09/01/16	09/14/16	9.00		1.00	10.00	09/14/16	09/23/16	23
7	5	09/15/16	09/28/16	9.00	1.00		10.00	09/28/16	10/07/16	22
8	6	09/29/16	10/12/16	7.00			7.00	10/12/16	10/21/16	21
9	7	10/13/16	10/26/16	8.00			8.00	10/26/16	11/04/16	20
10	8	10/27/16	11/09/16	10.00			10.00	11/09/16	11/18/16	19
11	9	11/10/16	11/23/16	8.00		2.00	10.00	11/23/16	12/02/06	18
12	10	11/24/16	12/07/16	8.00		2.00	10.00	12/07/16	12/16/16	17
13	11	12/08/16	12/21/16	7.00	1.00		8.00	12/21/16	12/30/16	16
14	12	12/22/16	01/04/17	2.00		5.00	7.00	01/04/17	01/13/16	15
15	13	01/05/17	01/18/17	9.00		1.00	10.00	01/18/17	01/27/16	14
16	14	01/19/17	02/01/17	10.00			10.00	02/01/17	02/10/17	13
17	15	02/02/17	02/15/17	9.00	1.00		10.00	02/15/17	02/24/17	12
18	16	02/16/17	03/01/17	10.00			10.00	03/01/17	03/10/17	11
19	17	03/02/17	03/15/17	7.00			7.00	03/15/17	03/24/17	10
20	18	03/16/17	03/29/17	8.00			8.00	03/29/17	04/07/17	9
21	19	03/30/17	04/12/17	10.00			10.00	04/12/17	04/21/17	8
22	20	04/13/17	04/26/17	9.00		1.00	10.00	04/26/17	05/05/17	7
23	21	04/27/17	05/10/17	10.00			10.00	05/10/17	05/19/17	6
24	22	05/11/17	05/24/17	10.00			10.00	05/24/17	06/02/17	5
25	23	05/25/17	06/07/17	2.00			2.00	06/07/17	06/16/17	4
	24	School Year 15/16 Balance							06/30/17	3
	25	School Year 15/16 Balance							07/14/17	2
	26	School Year 15/16 Balance							07/28/17	1
				183.00	5.00	12.00	200.00			

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

***Start date is 8/01/2016. End date is 5/26/2017.**

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

IN-SERVICE DAYS

August 1, 2016	0.50
August 3, 2016	1.00
August 4, 2016	0.50
September 16, 2016	1.00
December 19, 2016	1.00
February 10, 2017	1.00
Total	5.00

ADMINISTRATIVE DAYS

August 1, 2016	0.50
August 2, 2016	1.00
August 4, 2016	0.50
August 5, 2016	1.00
December 16, 2016	0.50
May 5, 2017	0.50
Total	4.00

HOLIDAYS / VACATION

Labor Day September 5, 2016	1.00
Veterans Day November 11, 2016	1.00
Thanksgiving November 23-25, 2016	3.00
Winter Break- Dec 22, 23, 26, 30, Jan 2,	5.00
King, Jr Day January 16, 2017	1.00
Good Friday April 14, 2017	1.00
Total	12.00

NON WORK DAYS

Fall Break, October 10-14, 2016	5.00
Winter Break, Dec. 20, 21, 27, 28, 29	5.00
Spring Break, March 13-17, 2017	5.00
Memorial Day, May 29, 2017	1.00
Total	16.00

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2016-17
10 MONTH SALARIED (Scheduled Work Year 08/3/16 - 05/27/17)
Family Engagement Specialist

For APECS use only
10 FES
Paid over 26
Pay Periods

Timesheet Pay Period	Calendar Pay Period	TIMESHEET & PAYROLL		ATTENDANCE PERIODS	WORK	PAID HOLIDAYS	TOTAL	APPROVAL		
		Calendar Days in Pay Period						DEADLINE *	PAY DAY	
		BEGINNING	ENDING							
3	1	07/21/16	08/03/16	3.00			3.00	08/03/16	08/12/16	26
4	2	08/04/16	08/17/16	10.00			10.00	08/17/16	08/26/16	25
5	3	08/18/16	08/31/16	10.00			10.00	08/31/16	09/09/16	24
6	4	09/01/16	09/14/16	9.00		1.00	10.00	09/14/16	09/23/16	23
7	5	09/15/16	09/28/16	10.00			10.00	09/28/16	10/07/16	22
8	6	09/29/16	10/12/16	7.00			7.00	10/12/16	10/21/16	21
9	7	10/13/16	10/26/16	8.00			8.00	10/26/16	11/04/16	20
10	8	10/27/16	11/09/16	10.00			10.00	11/09/16	11/18/16	19
11	9	11/10/16	11/23/16	8.00		2.00	10.00	11/23/16	12/02/16	18
12	10	11/24/16	12/07/16	8.00		2.00	10.00	12/07/16	12/16/16	17
13	11	12/08/16	12/21/16	8.00			8.00	12/21/16	12/30/16	16
14	12	12/22/16	01/04/17	2.00		5.00	7.00	01/04/17	01/13/17	15
15	13	01/05/17	01/18/17	9.00		1.00	10.00	01/18/17	01/27/17	14
16	14	01/19/17	02/01/17	10.00			10.00	02/01/17	02/10/17	13
17	15	02/02/17	02/15/17	10.00			10.00	02/15/17	02/24/17	12
18	16	02/16/17	03/01/17	10.00			10.00	03/01/17	03/10/17	11
19	17	03/02/17	03/15/17	7.00			7.00	03/15/17	03/24/17	10
20	18	03/16/17	03/29/17	8.00			8.00	03/29/17	04/07/17	9
21	19	03/30/17	04/12/17	10.00			10.00	04/12/17	04/21/17	8
22	20	04/13/17	04/26/17	9.00		1.00	10.00	04/26/17	05/05/17	7
23	21	04/27/17	05/10/17	10.00			10.00	05/10/17	05/19/17	6
24	22	05/11/17	05/24/17	10.00			10.00	05/24/17	06/02/17	5
25	23	05/25/17	06/07/17	2.00			2.00	06/07/17	06/16/17	4
	24	School Year 15/16 Balance							06/30/17	3
	25	School Year 15/16 Balance							07/14/17	2
	26	School Year 15/16 Balance							07/28/17	1
					188.00	12.00	200.00			

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

***Start date is 8/1/2016 End date is 5/26/2017.**

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION

Labor Day, September 5, 2016	1.00
Veterans Day, November 11, 2016	1.00
Thanksgiving, November 23 - 25, 2016	3.00
Winter Break, Dec. 22 - January 2, 2015	5.00
Martin Luther King, Jr Day January 16, 2017	1.00
Good Friday, April 14, 2017	1.00
Total	12.00

NON WORK DAYS

Fall Break, October 10-14, 2015	5
Winter Break, Dec. 20, 21, 27, 28 & 29	5
Spring Break, March 13-17, 2017	4
Total	14

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2016-17
10 MONTH HOURLY (Scheduled Work Year 08/08/16 - 05/27/17)

ISS/Study Hall Monitors

For APECS use only
10-ISH

Timesheet Pay Period	Calendar Pay Period	TIMESHEET & PAYROLL		ATTENDANCE PERIODS		PAID HOLIDAYS	TOTAL	APPROVAL	
		Calendar Days in Pay Period		WORK				DEADLINE *	PAY DAY
		BEGINNING	ENDING						
3	1	07/21/16	08/03/16	3.00			3.00		
4	2	08/04/16	08/17/16	10.00	-		10.00	08/17/16	08/26/16
5	3	08/18/16	08/31/16	10.00	-		10.00	08/31/16	09/09/16
6	4	09/01/16	09/14/16	9.00	1.00		10.00	09/14/16	09/23/16
7	5	09/15/16	09/28/16	10.00	-		10.00	09/28/16	10/07/16
8	6	09/29/16	10/12/16	7.00	1.00		8.00	10/12/16	10/21/16
9	7	10/13/16	10/26/16	8.00	2.00		10.00	10/26/16	11/04/16
10	8	10/27/16	11/09/16	10.00	-		10.00	11/09/16	11/18/16
11	9	11/10/16	11/23/16	8.00	1.00		9.00	11/23/16	12/02/06
12	10	11/24/16	12/07/16	8.00	2.00		10.00	12/07/16	12/16/16
13	11	12/08/16	12/21/16	7.00	-		7.00	12/21/16	12/30/16
14	12	12/22/16	01/04/17	2.00	5.00		7.00	01/04/17	01/13/16
15	13	01/05/17	01/18/17	9.00	1.00		10.00	01/18/17	01/27/16
16	14	01/19/17	02/01/17	10.00	-		10.00	02/01/17	02/10/17
17	15	02/02/17	02/15/17	10.00	-		10.00	02/15/17	02/24/17
18	16	02/16/17	03/01/17	9.00	1.00		10.00	03/01/17	03/10/17
19	17	03/02/17	03/15/17	7.00	3.00		10.00	03/15/17	03/24/17
20	18	03/16/17	03/29/17	8.00	2.00		10.00	03/29/17	04/07/17
21	19	03/30/17	04/12/17	10.00	-		10.00	04/12/17	04/21/17
22	20	04/13/17	04/26/17	9.00	1.00		10.00	04/26/17	05/05/17
23	21	04/27/17	05/10/17	10.00	-		10.00	05/10/17	05/19/17
24	22	05/11/17	05/24/17	10.00	-		10.00	05/24/17	06/02/17
25	23	05/25/17	06/07/17	2.00	-		2.00	06/07/17	06/16/17
				186.00	20.00		206.00		

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

***Start date is 8/08/2016 and date is 5/26/2017.**

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION

Labor Day, September 5, 2016	1.00
Fall Break, October 12-14, 2016	3.00
Veterans Day, November 11, 2016	1.00
Thanksgiving, November 24 - 25, 2016	2.00
Winter Break, Dec. 22, 23, 26, 30 & January 2, 2016	5.00
MLK Day, January 16, 2017	1.00
Presidents Day, February 20, 2017	1.00
Spring Break, March 13 - 17, 2017	5.00
Good Friday, April 14, 2017	1.00
Total	20.00

NON WORK NON PAID DAYS

Fall Break, October 10-14, 2016	5.00
Winter Break, Dec. 20, 21, 27, 28, 29	5.00
Total	10.00

**SHELBY COUNTY SCHOOLS PAY SCHEDULE 2016-17
10 MONTH HOURLY (Scheduled Work Year 08/3/16 - 05/27/17)**

**Educational Assistants &
School Clerical 1, ELOP-FT, Bilingual Mentors**

**For APECS use only
10 MH**

Timesheet Pay Period	Calendar Pay Period	TIMESHEET & PAYROLL		ATTENDANCE PERIODS			PAID			APPROVAL	
		Calendar Days in Pay Period		WORK	HOLIDAYS	TOTAL	DEADLINE *	PAY DAY			
		BEGINNING	ENDING								
3	1	07/21/16	08/03/16	3.00	-	3.00	08/03/16	08/12/16			
4	2	08/04/16	08/17/16	10.00	-	10.00	08/17/16	08/26/16			
5	3	08/18/16	08/31/16	10.00	-	10.00	08/31/16	09/09/16			
6	4	09/01/16	09/14/16	9.00	1.00	10.00	09/14/16	09/23/16			
7	5	09/15/16	09/28/16	10.00	-	10.00	09/28/16	10/07/16			
8	6	09/29/16	10/12/16	7.00	1.00	8.00	10/12/16	10/21/16			
9	7	10/13/16	10/26/16	8.00	2.00	10.00	10/26/16	11/04/16			
10	8	10/27/16	11/09/16	10.00	-	10.00	11/09/16	11/18/16			
11	9	11/10/16	11/23/16	8.00	1.00	9.00	11/23/16	12/02/16			
12	10	11/24/16	12/07/16	8.00	2.00	10.00	12/07/16	12/16/16			
13	11	12/08/16	12/21/16	7.00	-	7.00	12/21/16	12/30/16			
14	12	12/22/16	01/04/17	2.00	5.00	7.00	01/04/17	01/13/17			
15	13	01/05/17	01/18/17	9.00	1.00	10.00	01/18/17	01/27/17			
16	14	01/19/17	02/01/17	10.00	-	10.00	02/01/17	02/10/17			
17	15	02/02/17	02/15/17	10.00	-	10.00	02/15/17	02/24/17			
18	16	02/16/17	03/01/17	9.00	1.00	10.00	03/01/17	03/10/17			
19	17	03/02/17	03/15/17	7.00	3.00	10.00	03/15/17	03/24/17			
20	18	03/16/17	03/29/17	8.00	2.00	10.00	03/29/17	04/07/17			
21	19	03/30/17	04/12/17	10.00	-	10.00	04/12/17	04/21/17			
22	20	04/13/17	04/26/17	9.00	1.00	10.00	04/26/17	05/05/17			
23	21	04/27/17	05/10/17	10.00	-	10.00	05/10/17	05/19/17			
24	22	05/11/17	05/24/17	10.00	-	10.00	05/24/17	06/02/17			
25	23	05/25/17	06/07/17	2.00	-	2.00	06/07/17	06/16/17			
				186.00	20.00	206.00					

***Start date is 8/1/2016 and date is 5/26/2017.**

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job cl in order to receive holiday pay.

HOLIDAYS / VACATION

Labor Day, September 5, 2016	1.00
Fall Break, October 12-14, 2016	3.00
Veterans Day, November 11, 2016	1.00
Thanksgiving, November 24 - 25, 2016	2.00
Winter Break, Dec. 22, 23, 26, 30 & January 2, 2017	5.00
MLK Day, January 16, 2017	1.00
Presidents Day, February 20, 2017	1.00
Spring Break, March 13 - 17, 2017	5.00
Good Friday, April 14, 2017	1.00
Total	20.00

**SHELBY COUNTY SCHOOLS PAY SCHEDULE 2016-17
10 MONTH HOURLY (Scheduled Work Year 07/30/16 - 05/27/17)**

School Nurses

**For APECS use only
10 MNS**

<u>Timesheet Pay Period</u>	<u>Calendar Pay Period</u>	<u>TIMESHEET ATTENDANCE & PAYROLL PERIODS</u>		<u>WORK</u>	<u>PAID</u>		<u>TOTAL</u>	<u>APPROVAL</u>	
		<u>Calendar Days in Pay Period</u>			<u>HOLIDAYS</u>	<u>DEADLINE *</u>		<u>PAY DAY</u>	
		<u>BEGINNING</u>	<u>ENDING</u>						
3	1	07/21/16	08/03/16	3.00	-	3.00	08/03/16	08/12/16	
4	2	08/04/16	08/17/16	10.00	-	10.00	08/17/16	08/26/16	
5	3	08/18/16	08/31/16	10.00	-	10.00	08/31/16	09/09/16	
6	4	09/01/16	09/14/16	9.00	1.00	10.00	09/14/16	09/23/16	
7	5	09/15/16	09/28/16	10.00	-	10.00	09/28/16	10/07/16	
8	6	09/29/16	10/12/16	7.00	1.00	8.00	10/12/16	10/21/16	
9	7	10/13/16	10/26/16	8.00	2.00	10.00	10/26/16	11/04/16	
10	8	10/27/16	11/09/16	10.00	-	10.00	11/09/16	11/18/16	
11	9	11/10/16	11/23/16	8.00	1.00	9.00	11/23/16	12/02/06	
12	10	11/24/16	12/07/16	8.00	2.00	10.00	12/07/16	12/16/16	
13	11	12/08/16	12/21/16	7.00	-	7.00	12/21/16	12/30/16	
14	12	12/22/16	01/04/17	2.00	5.00	7.00	01/04/17	01/13/16	
15	13	01/05/17	01/18/17	9.00	1.00	10.00	01/18/17	01/27/16	
16	14	01/19/17	02/01/17	10.00	-	10.00	02/01/17	02/10/17	
17	15	02/02/17	02/15/17	10.00	-	10.00	02/15/17	02/24/17	
18	16	02/16/17	03/01/17	9.00	1.00	10.00	03/01/17	03/10/17	
19	17	03/02/17	03/15/17	7.00	3.00	10.00	03/15/17	03/24/17	
20	18	03/16/17	03/29/17	8.00	2.00	10.00	03/29/17	04/07/17	
21	19	03/30/17	04/12/17	10.00	-	10.00	04/12/17	04/21/17	
22	20	04/13/17	04/26/17	9.00	1.00	10.00	04/26/17	05/05/17	
23	21	04/27/17	05/10/17	10.00	-	10.00	05/10/17	05/19/17	
24	22	05/11/17	05/24/17	10.00	-	10.00	05/24/17	06/02/17	
25	23	05/25/17	06/07/17	2.00	-	2.00	06/07/17	06/16/17	
				186.00	20.00	206.00			

***Start date is 8/1/2016. End date is 5/26/2017.**

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION

Labor Day, September 5, 2016	1.00
Fall Break, October 12-14, 2016	3.00
Veterans Day, November 11, 2016	1.00
Thanksgiving, November 24 - 25, 2016	2.00
Winter Break, Dec. 22, 23, 26, 30 & January 2, 2016	5.00
MLK Day, January 16, 2017	1.00
Presidents Day, February 20, 2017	1.00
Spring Break, March 13 - 17, 2017	5.00
Good Friday, April 14, 2017	1.00
Total	<u>20.00</u>

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2016-17
10 MONTH HOURLY PART-TIME (Scheduled Work Year 08/08/16 - 05/26/17)

Educational Assistants, ISS/Study Hall Monitors,

For APECS use only
10 MHP

This group of employees work less than six (6) hours per day, are not paid for holidays and do not receive benefits.

<u>Timesheet</u> <u>Pay Period</u>	<u>Calendar</u> <u>Pay Period</u>	<u>TIMESHEET & PAYROLL</u> <u>Calendar Days in Pay Period</u>		<u>WORK</u>	<u>TOTAL</u>	<u>APPROVAL</u>	
		<u>BEGINNING</u>	<u>ENDING</u>			<u>DEADLINE *</u>	<u>PAY DAY</u>
4	1	08/04/16	08/17/16	8.00	8.00	08/17/16	08/26/16
5	2	08/18/16	08/31/16	10.00	10.00	08/31/16	09/09/16
6	3	09/01/16	09/14/16	9.00	9.00	09/14/16	09/23/16
7	4	09/15/16	09/28/16	9.00	9.00	09/28/16	10/07/16
8	5	09/29/16	10/12/16	7.00	7.00	10/12/16	10/21/16
9	6	10/13/16	10/26/16	8.00	8.00	10/26/16	11/04/16
10	7	10/27/16	11/09/16	10.00	10.00	11/09/16	11/18/16
11	8	11/10/16	11/23/16	8.00	8.00	11/23/16	12/02/06
12	9	11/24/16	12/07/16	8.00	8.00	12/07/16	12/16/16
13	10	12/08/16	12/21/16	7.00	7.00	12/21/16	12/30/16
14	11	12/22/16	01/04/17	2.00	2.00	01/04/17	01/13/16
15	12	01/05/17	01/18/17	9.00	9.00	01/18/17	01/27/16
16	13	01/19/17	02/01/17	10.00	10.00	02/01/17	02/10/17
17	14	02/02/17	02/15/17	9.00	9.00	02/15/17	02/24/17
18	15	02/16/17	03/01/17	9.00	9.00	03/01/17	03/10/17
19	16	03/02/17	03/15/17	7.00	7.00	03/15/17	03/24/17
20	17	03/16/17	03/29/17	8.00	8.00	03/29/17	04/07/17
21	18	03/30/17	04/12/17	10.00	10.00	04/12/17	04/21/17
22	19	04/13/17	04/26/17	9.00	9.00	04/26/17	05/05/17
23	20	04/27/17	05/10/17	10.00	10.00	05/10/17	05/19/17
24	21	05/11/17	05/24/17	10.00	10.00	05/24/17	06/02/17
	22	05/25/17	06/07/17	2.00	2.00	06/07/17	06/16/17
	23						
				179.00	179.00		

Note: These employees do not report to work when students are not in school

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

***Start date is 08/08/2016. End date is 5/26/2017.**

**SHELBY COUNTY SCHOOLS PAY SCHEDULE 2016-17
10 MONTH NUTRITION (SCHEDULED WORK YEAR 07/26/2016 - 05/26/2017)**

School Nutrition Supervisors and School Nutrition Supervisor Trainees

**For APECS use only
10 MON**

Timesheet Pay Period	Calendar Pay Period	TIMESHEET & PAYROLL		ATTENDANCE PERIODS		WORK	IN-SVC DAYS	PAID HOLIDAYS	TOTAL	APPROVAL	
		Calendar Days in Pay Period		BEGINNING	ENDING					DEADLINE *	PAY DAY
3	1	07/21/16	08/03/16	-	7.00	-	7.00			08/03/16	08/12/16
4	2	08/04/16	08/17/16	8.00	2.00	-	10.00			08/17/16	08/26/16
5	3	08/18/16	08/31/16	10.00	-	-	10.00			08/31/16	09/09/16
6	4	09/01/16	09/14/16	9.00	-	1.00	10.00			09/14/16	09/23/16
7	5	09/15/16	09/28/16	9.00	1.00	-	10.00			09/28/16	10/07/16
8	6	09/29/16	10/12/16	7.00	-	3.00	10.00			10/12/16	10/21/16
9	7	10/13/16	10/26/16	8.00	-	2.00	10.00			10/26/16	11/04/16
10	8	10/27/16	11/09/16	10.00	-	-	10.00			11/09/16	11/18/16
11	9	11/10/16	11/23/16	8.00	-	2.00	10.00			11/23/16	12/02/06
12	10	11/24/16	12/07/16	8.00	-	2.00	10.00			12/07/16	12/16/16
13	11	12/08/16	12/21/16	7.00	-	2.00	9.00			12/21/16	12/30/16
14	12	12/22/16	01/04/17	2.00	-	8.00	10.00			01/04/17	01/13/16
15	13	01/05/17	01/18/17	9.00	-	1.00	10.00			01/18/17	01/27/16
16	14	01/19/17	02/01/17	10.00	-	-	10.00			02/01/17	02/10/17
17	15	02/02/17	02/15/17	9.00	1.00	-	10.00			02/15/17	02/24/17
18	16	02/16/17	03/01/17	10.00	-	1.00	11.00			03/01/17	03/10/17
19	17	03/02/17	03/15/17	6.00	-	2.00	8.00			03/15/17	03/24/17
20	18	03/16/17	03/29/17	8.00	-	2.00	10.00			03/29/17	04/07/17
21	19	03/30/17	04/12/17	10.00	-	-	10.00			04/12/17	04/21/17
22	20	04/13/17	04/26/17	9.00	-	1.00	10.00			04/26/17	05/05/17
23	21	04/27/17	05/10/17	10.00	-	-	10.00			05/10/17	05/19/17
24	22	05/11/17	05/24/17	10.00	-	-	10.00			05/24/17	06/02/17
25	23	05/25/17	06/07/17	2.00	-	-	2.00			06/07/17	06/16/17
				179.00	11.00	27.00	217.00				

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

***Start date is 7/26/2016. End date is 5/26/2017.**

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

IN-SERVICE DAYS

July 26, 2017-August 5, 2016	9.00	<u>Nonschedule/nonpaid work Days</u>	
September 16, 2016	1.00	December 19, 2016	1
February 10, 2017	1.00	March 13, 2017	1
Total	<u>11.00</u>		

HOLIDAYS / VACATION

Labor Day, September 5, 2016	1.00
Fall Break October 10-14, 2016	5.00
Veterans Day, November 11, 2016	1.00
Thanksgiving, November 23 - 25, 2016	3.00
Winter Break, Dec. 20 - 23, 2016	4.00
Winter Break, December 26, 2016-January 2, 2017	6.00
Martin Luther King, Jr Day January 16, 2017	1.00
Presidents Day, February 20, 2017	1.00
Spring Break, March 14- 17, 2017	4.00
Good Friday, April 14, 2017	1.00
Total	<u><u>27.00</u></u>

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2016-17
10 MONTH HOURLY NUTRITION (Scheduled Work Year 07/28/16 - 05/26/17)

For APECS use only
10 NTH

School Nutrition Technicians (Full time) and School-based Catering Assistants (Full Time)
Employees who work more than six (6) hours per day, are paid for holidays and receive benefits.

TIMESHEET & PAYROLL		ATTENDANCE PERIODS		WORK	IN-SVC DAYS	PAID HOLIDAYS	TOTAL	APPROVAL	
Calendar Days in Pay Period		BEGINNING	ENDING					DEADLINE *	PAY DAY
Timesheet Pay Period	Pay Period								
3	1	07/21/16	08/03/16	-	1.00	-	1.00	08/03/16	08/12/16
4	2	08/04/16	08/17/16	8.00	2.00	-	10.00	08/17/16	08/26/16
5	3	08/18/16	08/31/16	10.00	-	-	10.00	08/31/16	09/09/16
6	4	09/01/16	09/14/16	9.00	-	1.00	10.00	09/14/16	09/23/16
7	5	09/15/16	09/28/16	10.00	-	-	10.00	09/28/16	10/07/16
8	6	09/29/16	10/12/16	7.00	-	1.00	8.00	10/12/16	10/21/16
9	7	10/13/16	10/26/16	8.00	-	2.00	10.00	10/26/16	11/04/16
10	8	10/27/16	11/09/16	10.00	-	-	10.00	11/09/16	11/18/16
11	9	11/10/16	11/23/16	8.00	-	1.00	9.00	11/23/16	12/02/06
12	10	11/24/16	12/07/16	8.00	-	2.00	10.00	12/07/16	12/16/16
13	11	12/08/16	12/21/16	7.00	-	-	7.00	12/21/16	12/30/16
14	12	12/22/16	01/04/17	2.00	-	5.00	7.00	01/04/17	01/13/16
15	13	01/05/17	01/18/17	9.00	-	1.00	10.00	01/18/17	01/27/16
16	14	01/19/17	02/01/17	10.00	-	-	10.00	02/01/17	02/10/17
17	15	02/02/17	02/15/17	9.00	-	-	9.00	02/15/17	02/24/17
18	16	02/16/17	03/01/17	9.00	-	1.00	10.00	03/01/17	03/10/17
19	17	03/02/17	03/15/17	7.00	-	3.00	10.00	03/15/17	03/24/17
20	18	03/16/17	03/29/17	8.00	-	2.00	10.00	03/29/17	04/07/17
21	19	03/30/17	04/12/17	10.00	-	-	10.00	04/12/17	04/21/17
22	20	04/13/17	04/26/17	9.00	-	1.00	10.00	04/26/17	05/05/17
23	21	04/27/17	05/10/17	10.00	-	-	10.00	05/10/17	05/19/17
24	22	05/11/17	05/24/17	10.00	-	-	10.00	05/24/17	06/02/17
25	23	05/25/17	06/07/17	2.00	-	-	2.00	06/07/17	06/16/17
				180.00	3.00	20.00	203.00		

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

***Start date is 7/28/2016. End date is 5/26/2017.**

*Employees of this category will report to work on January 4, 2016

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION

Labor Day, September 5, 2016	1.00
Fall Break, October 12-14, 2016	3.00
Veterans Day, November 11, 2016	1.00
Thanksgiving, November 23 - 25, 2016	3.00
Winter Break, Dec. 21-23,30 2016 & Jan 2, 2017	5.00
MLK Day, January 16, 2017	1.00
President' Day February 20, 2017	1.00
Spring Break, March 14- 17, 2017	4.00
Good Friday, April 14, 2017	1.00
	<u>20.00</u>

Nonschedule/Nonpaid Work Days

July 29, 2016	1
September 16, 2016	1
December 19-20, 2016	2
December 26-29, 2016	4
February 10, 2017	1
March 13, 2017	1
Total	<u>10</u>
In-Service Days	
July 28, 2016 (Attend only 1 day)	1
August 1-4, 201 (Attend only 1 day-Per Supervis	1
August 5, 2016 (All Attend)	1
Total	<u>3</u>

Note: Calendar in APECS has 206 days because the inservice days are a range of 4 days in which only 1 is a work day at the discretion of the employee

SHELBY COUNTY SCHOOLS PAY SCHEDULE 2016-17
10 MONTH HOURLY NUTRITION (Scheduled Work Year 07/28/16 - 05/26/17)

For APECS use only
10 NPT

School Nutrition Technicians (Part-time) School-based Catering Assistants(Part-time)

Employees who work less than six (6) hours per day, are not paid for holidays and do not receive benefits.

<u>Timesheet</u>		<u>TIMESHEET & PAYROLL</u>	<u>ATTENDANCE PERIODS</u>	<u>WORK</u>	<u>IN-SVC DAYS</u>	<u>TOTAL</u>	<u>APPROVAL</u>	
<u>Pay Period</u>	<u>Pay Period</u>	<u>Calendar Days in Pay Period</u>					<u>DEADLINE *</u>	<u>PAY DAY</u>
		<u>BEGINNING</u>	<u>ENDING</u>					
3	1	07/21/16	08/03/16	-	2.00	2.00	08/03/16	08/12/16
4	2	08/04/16	08/17/16	8.00	1.00	9.00	08/17/16	08/26/16
5	3	08/18/16	08/31/16	10.00	-	10.00	08/31/16	09/09/16
6	4	09/01/16	09/14/16	9.00	-	9.00	09/14/16	09/23/16
7	5	09/15/16	09/28/16	9.00	-	9.00	09/28/16	10/07/16
8	6	09/29/16	10/12/16	7.00	-	7.00	10/12/16	10/21/16
9	7	10/13/16	10/26/16	8.00	-	8.00	10/26/16	11/04/16
10	8	10/27/16	11/09/16	10.00	-	10.00	11/09/16	11/18/16
11	9	11/10/16	11/23/16	8.00	-	8.00	11/23/16	12/02/06
12	10	11/24/16	12/07/16	8.00	-	8.00	12/07/16	12/16/16
13	11	12/08/16	12/21/16	7.00	-	7.00	12/21/16	12/30/16
14	12	12/22/16	01/04/17	2.00	-	2.00	01/04/17	01/13/16
15	13	01/05/17	01/18/17	9.00	-	9.00	01/18/17	01/27/16
16	14	01/19/17	02/01/17	10.00	-	10.00	02/01/17	02/10/17
17	15	02/02/17	02/15/17	9.00	-	9.00	02/15/17	02/24/17
18	16	02/16/17	03/01/17	9.00	-	9.00	03/01/17	03/10/17
19	17	03/02/17	03/15/17	7.00	-	7.00	03/15/17	03/24/17
20	18	03/16/17	03/29/17	8.00	-	8.00	03/29/17	04/07/17
21	19	03/30/17	04/12/17	10.00	-	10.00	04/12/17	04/21/17
22	20	04/13/17	04/26/17	9.00	-	9.00	04/26/17	05/05/17
23	21	04/27/17	05/10/17	10.00	-	10.00	05/10/17	05/19/17
24	22	05/11/17	05/24/17	10.00	-	10.00	05/24/17	06/02/17
25		05/25/17	06/07/17	2.00	-	2.00	06/07/17	06/16/17
				179.00	3.00	182.00		

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

***Start date is 7/28/2016. End date is 5/26/2017.**

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

july 28, 2016	(Attend only 1 day)	1
August 1-4, 2016	(Attend only 1 day-Per Supervisor)	1
August 5, 2015	(All Attend)	1
Total		<u>3</u>

Note: Calendar in APECS has 185 days because the inservice days are a range of 4 days in which only 1 is a work day at the discretion of the employee

**SHELBY COUNTY SCHOOLS PAY SCHEDULE 2016-17
10 MONTH HOURLY (Scheduled Work Year 08/08/16 - 05/26/17)**

Lunch Room Monitors

**For APECS use only
10 MLM**

<u>Timesheet</u> <u>Pay Period</u>	<u>Pay Period</u>	<u>TIMESHEET & PAYROLL</u>	<u>ATTENDANCE PERIODS</u>	<u>WORK</u>	<u>TOTAL</u>	<u>DEADLINE *</u>	<u>PAY DAY</u>
		<u>Calendar Days in Pay Period</u>					
		<u>BEGINNING</u>	<u>ENDING</u>				
3	1	08/04/16	08/17/16	8.00	8.00	08/17/16	08/26/16
4	2	08/18/16	08/31/16	10.00	10.00	08/31/16	09/09/16
5	3	09/01/16	09/14/16	9.00	9.00	09/14/16	09/23/16
6	4	09/15/16	09/28/16	10.00	10.00	09/28/16	10/07/16
7	5	09/29/16	10/12/16	7.00	7.00	10/12/16	10/21/16
8	6	10/13/16	10/26/16	8.00	8.00	10/26/16	11/04/16
9	7	10/27/16	11/09/16	10.00	10.00	11/09/16	11/18/16
10	8	11/10/16	11/23/16	8.00	8.00	11/23/16	12/02/06
11	9	11/24/16	12/07/16	8.00	8.00	12/07/16	12/16/16
12	10	12/08/16	12/21/16	7.00	7.00	12/21/16	12/30/16
13	11	12/22/16	01/04/17	2.00	2.00	01/04/17	01/13/16
14	12	01/05/17	01/18/17	9.00	9.00	01/18/17	01/27/16
15	13	01/19/17	02/01/17	10.00	10.00	02/01/17	02/10/17
16	14	02/02/17	02/15/17	9.00	9.00	02/15/17	02/24/17
17	15	02/16/17	03/01/17	9.00	9.00	03/01/17	03/10/17
18	16	03/02/17	03/15/17	7.00	7.00	03/15/17	03/24/17
19	17	03/16/17	03/29/17	8.00	8.00	03/29/17	04/07/17
20	18	03/30/17	04/12/17	10.00	10.00	04/12/17	04/21/17
21	19	04/13/17	04/26/17	9.00	9.00	04/26/17	05/05/17
22	20	04/27/17	05/10/17	10.00	10.00	05/10/17	05/19/17
23	21	05/11/17	05/24/17	10.00	10.00	05/24/17	06/02/17
24	22	05/25/17	06/07/17	2.00	2.00	06/07/17	06/16/17
				180.00	180.00		

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

***Start date is 8/8/2016. End date is 5/26/2017.**

In-Service Days