

**Webster County Board of Education  
315 South Main Street  
Webster Springs, WV 26288**

To: All Employees

From: Sarah J. Lawson, Treasurer/CSBO

Subject: Pay Periods for 2016-2017 School Year

Date: May 17, 2016

Listed below are dates for pay periods and dates that checks will be issued.

All required timesheets, timecards, personal leave forms and substitute forms must be signed and submitted to the principal's office **weekly** to avoid delays in payment.

Any stipends, homebound pay or any other miscellaneous pay items must also be submitted to the principal or program coordinator **weekly** as well.

<u>Beginning Date</u>	<u>Ending Date</u>	<u>Pay Date</u>	<u>Beginning Date</u>	<u>Ending Date</u>	<u>Pay Date</u>
07/01/16	07/09/16	07/15/16	12/25/16	01/07/17	01/13/17
07/10/16	07/23/16	07/29/16	01/08/17	01/21/17	01/30/17
07/24/16	08/06/16	08/15/16	01/22/17	02/04/17	02/15/17
08/07/16	08/27/16	08/30/16	02/05/17	02/18/17	02/28/17
08/28/16	09/10/16	09/15/16	02/19/17	03/04/17	03/15/17
09/11/16	09/24/16	09/30/16	03/05/17	03/24/17	03/30/17
09/25/16	10/08/16	10/14/16	03/25/17	04/07/17	04/14/17
10/09/16	10/22/16	10/28/16	04/08/17	04/21/17	04/28/17
10/23/16	11/05/16	11/15/16	04/22/17	05/05/17	05/15/17
11/06/16	11/26/16	11/30/16	05/06/17	05/19/17	05/30/17
11/27/16	12/10/16	12/15/16	05/20/17	06/10/17	06/15/17
12/11/16	12/24/16	12/30/16	06/11/17	06/30/17	06/30/17