

Channel Islands Social Services 2017 Pay Period Schedule

Fax all timecards to (805) 384-0986 or (805) 299-0699

Timecards can be scanned (no photos) and e-mailed to Payroll@IslandSocialServices.org

Timecards must be received in the office **by 12:00 Noon on Monday due date.**

Pay Period	Pay Period Start Date (Sunday)	Pay Period End Date (Saturday)	TIMECARD DUE DATES (Monday by 12:00 pm)	\$ PAY DAY \$ (Friday) Pickup 9:30 - 4:00
1 Week 1	12/25/2016	12/31/2016	1/9/2017	1/13/2017
Week 2	1/1/2017	1/7/2017		
2 Week 1	1/8/2017	1/14/2017	1/23/2017	1/27/2017
Week 2	1/15/2017	1/21/2017		
3 Week 1	1/22/2017	1/28/2017	2/6/2017	2/10/2017
Week 2	1/29/2017	2/4/2017		
4 Week 1	2/5/2017	2/11/2017	2/20/2017	2/24/2017
Week 2	2/12/2017	2/18/2017		
5 Week 1	2/19/2017	2/25/2017	3/6/2017	3/10/2017
Week 2	2/26/2017	3/4/2017		
6 Week 1	3/5/2017	3/11/2017	3/20/2017	3/24/2017
Week 2	3/12/2017	3/18/2017		
7 Week 1	3/19/2017	3/25/2017	4/3/2017	4/7/2017
Week 2	3/26/2017	4/1/2017		
8 Week 1	4/2/2017	4/8/2017	4/17/2017	4/21/2017
Week 2	4/9/2017	4/15/2017		
9 Week 1	4/16/2017	4/22/2017	5/1/2017	5/5/2017
Week 2	4/23/2017	4/29/2017		
10 Week 1	4/30/2017	5/6/2017	5/15/2017	5/19/2017
Week 2	5/7/2017	5/13/2017		
11 Week 1	5/14/2017	5/20/2017	5/29/2017	6/2/2017
Week 2	5/21/2017	5/27/2017		
12 Week 1	5/28/2017	6/3/2017	6/12/2017	6/16/2017
Week 2	6/4/2017	6/10/2017		
13 Week 1	6/11/2017	6/17/2017	6/26/2017	6/30/2017
Week 2	6/18/2017	6/24/2017		
14 Week 1	6/25/2017	7/1/2017	7/10/2017	7/14/2017
Week 2	7/2/2017	7/8/2017		
15 Week 1	7/9/2017	7/15/2017	7/24/2017	7/28/2017
Week 2	7/16/2017	7/22/2017		
16 Week 1	7/23/2017	7/29/2017	8/7/2017	8/11/2017
Week 2	7/30/2017	8/5/2017		
17 Week 1	8/6/2017	8/12/2017	8/21/2017	8/25/2017
Week 2	8/13/2017	8/19/2017		
18 Week 1	8/20/2017	8/26/2017	9/4/2017	9/8/2017
Week 2	8/27/2017	9/2/2017		
19 Week 1	9/3/2017	9/9/2017	9/18/2017	9/22/2017
Week 2	9/10/2017	9/16/2017		
20 Week 1	9/17/2017	9/23/2017	10/2/2017	10/6/2017
Week 2	9/24/2017	9/30/2017		
21 Week 1	10/1/2017	10/7/2017	10/16/2017	10/20/2017
Week 2	10/8/2017	10/14/2017		
22 Week 1	10/15/2017	10/21/2017	10/30/2017	11/3/2017
Week 2	10/22/2017	10/28/2017		
23 Week 1	10/29/2017	11/4/2017	11/13/2017	11/17/2017
Week 2	11/5/2017	11/11/2017		
24 Week 1	11/12/2017	11/18/2017	11/27/2017	12/1/2017
Week 2	11/19/2017	11/25/2017		
25 Week 1	11/26/2017	12/2/2017	12/11/2017	12/15/2017
Week 2	12/3/2017	12/9/2017		
26 Week 1	12/10/2017	12/16/2017	12/25/2017	12/29/2017
Week 2	12/17/2017	12/23/2017		

PLEASE NOTE:

Timecards must be submitted EVERY DUE DATE for work performed during that pay period.

Late timecards are considered a policy violation and payment may be delayed until the next pay period.

Holiday Schedule

The office is closed for the following holidays:

New Year's - 1/2/2017 (Mon)

President's Day - 2/20/2017 (Mon)

Memorial Day - 5/29/2017 (Mon)

4th of July - 7/3/2017 (Mon)

4th of July - 7/4/2017 (Tues)

Labor Day - 9/4/2017 (Mon)

Thanksgiving - 11/23/2017 (Thur)

Thanksgiving - 11/24/2017 (Fri)

Christmas - 12/22/2017 (Fri)

Christmas - 12/25/2017 (Mon)

Holidays do not affect when timecards are due so fax, e-mail or drop off at the office by Monday due date.