



Finance Department

Date: July 18, 2013

To: Department Heads

From: Debbie Cerrato

RE: Time Sheets

Payroll for the following groups are processed on a bi-weekly schedule. The groups are Executive Group, Police, Ambulance, Fire Department Union, Highway Department Union, Library Union and Town Hall Union. Time sheets should be submitted by Monday (or Tuesday if Monday is a holiday) at 10:00 a.m., according to the attached schedule.

If there are any problems please call 860-668-3851.

Payroll Schedule Fiscal Year 2013/2014

<u>Time Sheets Due:</u>	<u>Week Ending Periods</u>		<u>Checks Issued:</u>
07/08/2013	06/30/2013*	07/07/2013	07/11/2013
07/22/2013	07/14/2013	07/21/2013	07/25/2013
08/05/2013	07/28/2013	08/04/2013	08/08/2013
08/19/2013	08/11/2013	08/18/2013	08/22/2013
09/03/2013***	08/25/2013	09/01/2013	09/05/2013
09/16/2013	09/08/2013	09/15/2013	09/19/2013
09/30/2013	09/22/2013	09/29/2013	10/03/2013
10/15/2013***	10/06/2013	10/13/2013	10/17/2013
10/28/2013	10/20/2013	10/27/2013	10/31/2013
11/12/2013 ***	11/03/2013	11/10/2013	11/14/2013
11/25/2013	11/17/2013	11/24/2013	11/27/2013
12/09/2013	12/01/2013	12/08/2013	12/12/2013
12/23/2013	12/15/2013	12/22/2013	12/26/2013
01/06/2014	12/29/2013	01/05/2014	01/09/2014
01/21/2014 ***	01/12/2014	01/19/2014	01/23/2014
02/03/2014	01/26/2014	02/02/2014	02/06/2014
02/18/2014 ***	02/09/2014	02/16/2014	02/20/2014
03/03/2014	02/23/2014	03/02/2014	03/06/2014
03/17/2014	03/09/2014	03/16/2014	03/20/2014
03/31/2014	03/23/2014	03/30/2014	04/03/2014
04/14/2014	04/06/2014	04/13/2014	04/17/2014
04/28/2014	04/20/2014	04/27/2014	05/01/2014
05/12/2014	05/04/2014	05/11/2014	05/15/2014
05/27/2014 ***	05/18/2014	05/25/2014	05/29/2014
06/09/2014	06/01/2014	06/08/2014	06/12/2014
06/23/2014	06/15/2014	06/22/2014	06/26/2014
06/30/2014 ****	06/29/2014		07/10/2014
07/07/2014 ****		07/06/2014**	07/10/2014

* Week ending 06/30/2013 will be FY 2012/13 budget

** Week ending 7/06/2014 will be FY 2014/15 budget

***Holiday observed on Monday may delay paycheck issuance until Friday

**** Time sheets for these two weeks will be submitted separately. Two checks and/or direct deposit forms will be received with both being dated 7/10/2014. This will allow for the payrolls to be processed in the correct fiscal year and for the accruals to be uploaded for the new fiscal year.