



Finance Department

**Date: July 1, 2015
To: Department Heads
From: Debbie Cerrato
CC: Katie Martin
RE: Time Sheets**

Payroll for the following groups are processed on a bi-weekly schedule. The groups are Ambulance non-union hourly, Civilian Dispatchers, Fire Fighters Association, Highway Department Union, Library Union, Police Union, Town Hall Union, WPCA non-union hourly and WPCA 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 2015/2016

<u>Time Sheets Due:</u>	<u>Week Ending Periods</u>		<u>Checks Issued:</u>
07/06/2015		07/05/2015*	07/09/2015**
07/20/2015	07/12/2015	07/19/2015	07/23/2015
08/03/2015	07/26/2015	08/02/2015	08/06/2015
08/17/2015	08/09/2015	08/16/2015	08/20/2015
08/31/2015	08/23/2015	08/30/2015	09/03/2015
09/14/2015	09/06/2015	09/13/2015	09/17/2015
09/28/2015	09/20/2015	09/27/2015	10/01/2015
10/13/2015***	10/04/2015	10/11/2015	10/15/2015
10/26/2015	10/18/2015	10/25/2015	10/29/2015
11/09/2015****	11/01/2015	11/08/2015	11/12/2015
11/23/2015	11/15/2015	11/22/2015	11/25/2015
12/07/2015	11/29/2015	12/06/2015	12/10/2015
12/21/2015	12/13/2015	12/20/2015	12/23/2015
01/04/2016	12/27/2015	01/03/2016	01/07/2016
01/19/2016***	01/10/2016	01/17/2016	01/21/2016
02/01/2016	01/24/2016	01/31/2016	02/04/2016
02/16/2016***	02/07/2016	02/14/2016	02/18/2016
02/29/2016	02/21/2016	02/28/2016	03/03/2016
03/14/2016	03/06/2016	03/13/2015	03/17/2016
03/28/2016	03/20/2016	03/27/2016	03/31/2016
04/11/2016	04/03/2016	04/10/2016	04/14/2016
04/25/2016	04/17/2016	04/24/2016	04/28/2016
05/09/2016	05/01/2016	05/08/2016	05/12/2016
05/23/2016	05/15/2016	05/22/2016	05/26/2016
06/06/2016	05/29/2016	06/05/2016	06/09/2016
06/20/2016	06/12/2016	06/19/2016	06/23/2016
07/05/2016***	06/26/2016	07/03/2016	07/07/2016

* Week ending 7/05/2015 will be FY 2014/15 budget

** Time sheets for these two weeks will be submitted separately. Two checks and/or direct deposit forms will be received with both being dated 7/09/2015. 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.

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

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