

Hanover Public Schools

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Ellen Witter-Harrington
Pupil Personnel Services
Administrator

Joanne McDonough
Business Manager

Kristine E. Nash, Ed. D.
Superintendent

To: All Staff
From: Joanne McDonough
Re: Payroll Calendar
Date: 09-06-11
CC: Kristine E. Nash, Ed. D.

On the reverse side please find a copy of the FY2012 Pay Schedule. ***Please note on the following holidays and non school days, checks will be mailed:***

Wednesday November 23, 2011
Thursday December 29, 2011
Thursday February 23, 2012
Thursday April 19, 2012

Additionally, on the following dates time sheets will need to be submitted early by the schools or will require the submission of two weeks as noted below:

Staff time sheets are due to Superintendent's Office on Wednesday, November 9th and custodian time cards will be picked up on Thursday, November 10th.

Staff time sheets are due to Superintendent's Office on Tuesday, November 22nd and custodian time cards will be picked up on Wednesday, November 23rd.

Staff time sheets are due to Superintendent's Office on Wednesday, December 21st ***for the current week and the following week***. Custodian time cards will be picked up on Thursday, December 22nd and again on Friday, December 30th.

Staff time sheets are due to Superintendent's Office on Thursday, February 16th ***for the current week and the following week***. Custodian time cards will be picked up on Friday, February 17th and again on Friday, February 24th.

Staff time sheets are due to Superintendent's Office on Wednesday, April 4th and custodian time cards will be picked up on Thursday, April 5th.

Staff time sheets are due to Superintendent's Office on Thursday, April 12th ***for the current week and the following week***. Custodian time cards will be picked up on Friday, April 13th and again on Friday, April 20th.

All time sheets and time cards for any work performed through June 30, 2012 must be submitted **NO LATER** than Friday, June 29, 2012. ***Please note the above dates and schedule are subject to change. We will notify you of any changes.***

2011-2012

HANOVER PUBLIC SCHOOLS

	<i>TEACHERS - FIRST DAY:</i>				<i>September 1, 2011</i>
	<i>STUDENTS - FIRST DAY:</i>				<i>September 6, 2011</i>
		PAYROLL DATES			
Pay #	PERIOD ENDING - FRIDAY				PAYABLE - THURSDAY
					September
1	September	9	Biweekly (01)	1st Week for Teachers	15
2		16			22
3		23	Biweekly (02)		29
4		30		October	6
5	October	7	Biweekly (03)		13
6		14			20
7		21	Biweekly (04)		27
8		28		November	3
9	November	4	Biweekly (05)		10
10		11			17
11		18	Biweekly (06)	Wednesday	23
12		25		December	1
13	December	2	Biweekly (07)		8
14		9			15
15		16	Biweekly (08)		22
16		23			29
17		30	Biweekly (09)	January	5
18	January	6			12
19		13	Biweekly (10)		19
20		20			26
21		27	Biweekly (11)	February	2
22	February	3			9
23		10	Biweekly (12)		16
24		17			23
25		24	Biweekly (13)	March	1
26	March	2			8
27		9	Biweekly (14)		15
28		16			22
29		23	Biweekly (15)		29
30		30		April	5
31	April	6	Biweekly (16)		12
32		13			19
33		20	Biweekly (17)		26
34		27		May	3
35		4	Biweekly (18)		10
36	May	11			17
37		18	Biweekly (19)		24
38		25			31
39	June	1	Biweekly (20)	June	7
40		8			14
41		15	Biweekly (21)	<i>Final Pay for all Teachers and Nurses</i>	21
42		22		<i>(6 Payments for 26 Week Staff)</i>	28
43		29	Biweekly (22)	<i>Final Pay for Administrators/Salaried</i>	5
44		30		<i>Final Payroll to close out FY2012</i>	12