



SUB-BOARD I, INC. MONTHLY COMMISSION PAYROLL SCHEDULE 2017 - 2018



<u>Month</u>	<u>Time Sheets Due</u>	<u>Pay Day</u>
August, 2017	Wednesday, September 06, 2017	Friday, September 15, 2017
September, 2017	Wednesday, October 04, 2017	Friday, October 13, 2017
October, 2017	Wednesday, November 15, 2017	Friday, November 24, 2017
November, 2017	Wednesday, December 13, 2017	Friday, December 22, 2017
December, 2017	Wednesday, January 10, 2018	Friday, January 19, 2018
January, 2018	Wednesday, February 07, 2018	Friday, February 16, 2018
February, 2018	Wednesday, March 07, 2018	Friday, March 16, 2018
March, 2018	Wednesday, April 04, 2018	Friday, April 13, 2018
April, 2018	Wednesday, May 16, 2018	Friday, May 25, 2018
May, 2018	Wednesday, June 13, 2018	Friday, June 22, 2018
June, 2018	Wednesday, July 11, 2018	Friday, July 20, 2018
July, 2018	Wednesday, August 08, 2018	Friday, August 17, 2018

Checks dated Friday, November 24, 2017 will be available for pick-up on Monday, November 27, 2017.

Reduced hours will be in effect from Tuesday December 19, 2017 through Friday January 26, 2018.

Reduced hours will be in effect from Monday March 19, 2018 through Friday March 23, 2018.

Reduced hours will be in effect from Monday May 21, 2018 through Friday August 24, 2018.

REMINDERS! New York State Pay Rate & Payday notice must be signed at the **time of hire** or **before a change** in pay rate. Federal regulations require that Section 1 of the I-9 must be completed no later than the **first day** of employment and all of the I-9 form must be completed for newly hired employees within **three business days** from their first day work.