



CITY OF MISHAWAKA

DAVID A. WOOD, MAYOR

DEPARTMENT OF FINANCE
Rebecca Miller, Controller
Misti Horvath, Deputy Controller

2016 YEAR-END HOURLY PAYMENT SCHEDULE and 2017 HOURLY PAYMENT SCHEDULE

<u>Pay Number</u>	<u>Pay Date 2016</u>	<u>Time Covered</u>
25	Dec. 16	Nov. 26 – Dec. 09
26	Dec. 30	Dec. 10 – Dec. 23

----- 2017 -----

Employees are paid biweekly, every other Friday. Direct deposit is mandatory for all full-time and part-time employees. If Friday is a holiday, payday will be the preceding workday. The current procedure for early distribution of vacation pay will continue in effect. Requests for FTO buy back must be made to your department head at least two weeks before the payday you wish to receive the bonus.

<u>Pay Number</u>	<u>Pay Date 2017</u>	<u>Time Covered</u>
1	Jan 13	Dec 24 – Jan 06
2	Jan 27	Jan 07 – Jan 20
3	Feb 10	Jan 21 – Feb 03
4	Feb 24	Feb 04 – Feb 17
5	Mar 10	Feb 18 – Mar 03
6	Mar 24	Mar 04 – Mar 17
7	Apr 07	Mar 18 – Mar 31
8	Apr 21	Apr 01 – Apr 14
9	May 05	Apr 15 – Apr 28
10	May 19	Apr 29 – May 12
11	Jun 02	May 13 – May 26
12	Jun 16	May 27 – Jun 09
13	Jun 30	Jun 10 – Jun 23
14	Jul 14	Jun 24 – Jul 07
15	Jul 28	Jul 08 – Jul 21
16	Aug 11	Jul 22 – Aug 04
17	Aug 25	Aug 05 – Aug 18
18	Sep 08	Aug 19 – Sep 01
19	Sep 22	Sep 02 – Sep 15
20	Oct 06	Sep 16 – Sep 29
21	Oct 20	Sep 30 – Oct 13
22	Nov 03	Oct 14 – Oct 27
23	Nov 17	Oct 28 – Nov 10
24	Dec 01	Nov 11 – Nov 24
25	Dec 15	Nov 25 – Dec 08
26	Dec 29	Dec 09 – Dec 22