



## 2016 - 2017 School Year Pay Periods and Pay Days

Pay Period #	Pay Period Duration	TASS Time Cards Due by 5pm	Pay Day
<b>2016</b>			
22	October 1 - October 14	October 14	October 28
23	October 15 - October 28	October 28	November 10
24	October 29 - November 11	November 11	November 25
25	November 12 - November 25	November 25	December 9
26	November 26 - December 9	December 9	December 23

Pay Period #	Pay Period Duration	TASS Time Cards Due by 5pm	Pay Day
<b>2017</b>			
1	December 10 - December 23	December 23	January 6
2	December 24 - January 6	January 6	January 20
3	January 7 - January 20	January 20	February 3
4	January 21 - February 3	February 3	February 17
5	February 4 - February 17	February 17	March 3
6	February 18 - March 3	March 3	March 17
7	March 4 - March 17	March 17	March 31
8	March 18 - March 31	March 31	April 14
9	April 1 - April 14	April 14	April 28
10	April 15 - April 28	April 28	May 12
11	April 29 - May 12	May 12	May 26

**Please Do Not Have Youth Work Any of the Following Days:**

November 24, 2016  
 December 25, 2016  
 January 1, 2017

**Right Track School Year Session runs from October 3, 2016 - May 12**

**Supervisors, please submit time cards by logging into  
<http://tass.stpaul.gov>.**

**If you are having issues with submitting time cards, please email  
[Payroll-TASS@ci.stpaul.mn.us](mailto:Payroll-TASS@ci.stpaul.mn.us) and 'cc [Udele.Xiong@ci.stpaul.mn.us](mailto:Udele.Xiong@ci.stpaul.mn.us).**