

**STAVROS FISCAL INTERMEDIARY SERVICES 2017  
PAYROLL SCHEDULE—WEEK 2 (Y)**

*WEEK 2 2017*

**FISCAL OFFICE HOLIDAY CLOSING**

| PAYROLL PERIOD            | DATE DUE AT STAVROS        |
|---------------------------|----------------------------|
| December 25-January 7     | Monday, January 9, 2017    |
| January 8-January 21      | Monday, January 23, 2017   |
| January 22-February 4     | Monday, February 6, 2017   |
| February 5-February 18    | Monday, February 20, 2017  |
| February 19-March 4       | Monday, March 6, 2017      |
| March 5-March 18          | Monday, March 20, 2017     |
| March 19-April 1          | Monday, April 3, 2017      |
| April 2-April 15          | Monday, April 17, 2017     |
| April 16-April 29         | Monday, May 01, 2017       |
| April 30-May 13           | Monday, May 15, 2017       |
| May 14-May 27             | Monday, May 29, 2017       |
| May 28-June 10            | Monday, June 12, 2017      |
| June 11-June 24           | Monday, June 26, 2017      |
| June 25-July 8            | Monday, July 10, 2017      |
| July 9-July 22            | Monday, July 24, 2017      |
| July 23-August 5          | Monday, August 7, 2017     |
| August 6-August 19        | Monday, August 21, 2017    |
| August 20-September 2     | Monday, September 4, 2017  |
| September 3-September 16  | Monday, September 18, 2017 |
| September 17-September 30 | Monday, October 2, 2017    |
| October 1-October 14      | Monday, October 16, 2017   |
| October 15-October 28     | Monday, October 30, 2017   |
| October 29-November 11    | Monday, November 13, 2017  |
| November 12-November 25   | Monday, November 27, 2017  |
| November 26-December 9    | Monday, December 11, 2017  |
| December 10-December 23   | Monday, December 25, 2017  |
| December 24-January 6     | Monday, January 8, 2018    |

- MONDAY, JANUARY 2-NEW YEAR'S DAY
- MONDAY, JANUARY 16 -MARTIN LUTHER KING, JR.
- MONDAY, FEBRUARY 20-PRESIDENT'S DAY
- MONDAY, APRIL 17-PATRIOTS' DAY
- MONDAY, MAY 29-MEMORIAL DAY
- TUESDAY, JULY 4 -INDEPENDENCE DAY
- MONDAY, SEPTEMBER 4-LABOR DAY
- MONDAY, OCTOBER 09-COLUMBUS DAY
- FRIDAY, NOVEMBER 10-VETERANS DAY
- THURSDAY & FRIDAY, NOVEMBER 23 &24  
THANKSGIVING BREAK
- MONDAY, DECEMBER 25-CHRISTMAS DAY



**MASSHEALTH APPROVED HOLIDAYS**

**NEW YEAR'S DAY, JULY 4TH, THANKSGIVING DAY  
AND CHRISTMAS DAY**

**January**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

**February**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 |    |    |    |    |

**March**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

**April**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

**May**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

**June**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    | 1  | 2  | 3  |    |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

**July**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

**August**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

**September**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

**October**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

**November**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

**December**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

TO AVOID DELAY IN PAYMENT, IT'S VERY IMPORTANT THAT YOU **FAX OR MAIL** YOUR TIMESHEETS BY THE DATE **DUE AT STAVROS** OUR FAX NUMBERS ARE (413) 256-3849 OR 1-888-773-4281. OUR ADDRESS IS STAVROS FI. PO BOX 2130, AMHERST, MA 01004. **WE HAVE DIRECT DEPOSIT AVAILABLE.**