

The following dates will serve as cut-off for all payroll runs, to include, substitutes in November and December. Substitutes, Crossing Guards, Employee Leave, Tutorials and additional money requests must be turned in on the dates below.

<u>Cut-Off</u>	<u>Due in Payroll Office</u>	<u>Payroll Date</u>
August 31	September 2	September 15
September 15	September 17	September 30
September 30	October 2	October 15
October 15	October 19	October 30
October 30	November 3	November 13
November 13	November 17	November 30
November 30	December 2	December 11
December 11	December 14*	December 18
December 31	(Must receive information by noon) January 5	January 15
January 15	January 20	January 29
January 29	February 2	February 12
February 12	February 16	February 26
February 26	March 2	March 12
March 12	March 16	March 31
March 31	April 5	April 15
April 15	April 19	April 30
April 30	May 4	May 14
May 14	May 18	May 28
May 28	June 2	June 15
June 15	June 17	June 30
June 30	July 2	July 15
July 15	July 19	July 29
July 30	August 3	August 13
August 13	August 17	August 31