

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 4	September 14
September 14	September 18	September 28
September 28	October 2	October 15
October 15	October 17	October 31
October 31	November 2	November 15
November 15	November 15	November 30
November 30	December 4	December 14
December 14	December 17*	December 21
December 31	January 8*	January 15
January 15	January 17	January 31
January 31	February 4	February 15
February 15	February 19	February 28
February 28	March 4*	March 8
March 15	March 19	March 28**
March 29	April 2	April 15
April 15	April 17	April 30
April 30	May 2	May 15
May 15	May 17	May 31
May 31	June 4	June 13
June 14	June 13*	June 27
June 28	June 27 *	July 15
July 15	July 17	July 31
July 31	August 2	August 15
August 15	August 19	August 30

* Information needs to be received in Payroll Office by Noon

** Payday will be the 29th if we work (Bad Weather Day)