

The following dates will serve as the 2023-2024 cut-off for all payroll runs. 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>
September 1	September 6	September 15
September 15	September 19	September 29
September 29	October 3	October 13
October 13	October 17	October 31
October 27	November 1	November 15
November 10	November 14	November 30
December 1	December 5	December 15
December 15	December 18*	December 21
December 29	January 8*	January 12
January 19	January 23	January 31
February 2	February 6	February 15
February 16	February 20	February 29
March 1	March 4*	March 8
March 22	March 25*	March 28
April 5	April 9	April 15
April 19	April 22	April 30
May 3	May 7	May 15
May 17	May 21	May 31
May 31	June 4	June 13
June 14	June 18	June 27
June 28	July 9	July 15
July 12	July 16	July 31

\*Information needs to be received in Payroll Office by Noon.