

1

MEMO TO: All Building Administrators and Secretaries **(Please Post)**
FROM: Marilyn Vann, Accounting Coordinator
DATE: May 16, 2011
SUBJECT: Payroll Cutoff Dates for FY11-12

Listed below are the required dates for all additions or changes to be submitted to payroll and to personnel, for their inclusion in that month's paychecks. This includes all verified absence reports, time cards, extra duty claim forms, W-4 changes, direct deposit enrollment or changes, annuity changes, and all insurance changes, other than health insurance.

As a reminder: absences within a pay period are reflected on the next month's paycheck (i.e. August paycheck will reflect absences through the month of July).

| PAY PERIOD | DUE TO PAYROLL | PAYDAY |
|-------------------|-----------------------|---------------|
| Jul 1 – Jul 31 | Aug 3 | Aug 31 |
| Aug 1 – Aug 31 | Sep 2 | Sep 30 |
| Sep 1 – Sep 30 | Oct 3 | Oct 28 |
| Oct 1 – Oct 31 | Nov 4 | Nov 30 |
| Nov 1 – Nov 30 | Dec 1 | Dec 21 |
| Dec 1 – Dec 31 | Jan 4 | Jan 31 |
| Jan 1 – Jan 31 | Feb 2 | Feb 29 |
| Feb 1 – Feb 29 | Mar 2 | Mar 30 |
| Mar 1 – Mar 31 | Apr 4 | Apr 30 |
| Apr 1 – Apr 30 | May 2 | May 25 |
| May 1 – May 31 | Jun 1* | Jun 27 |
| Jun 1 – Jun 30 | Jul 2 | Jul 31 |

* This date is early due to Fiscal Year-end time restraints.

Summer stipends and extra duty for teachers and for some support personnel must follow other cutoff dates, in order to appear on June and July payroll checks as well as charging the current fiscal year budget. Refer to the Summer Payroll Memo dated May 16, 2011.