

SKACD 613

PAYROLL CUT-OFF DATES FOR 2009-2010

June 28, 2009 - July 25, 2009 Paid on August 25, 2009

July 26, 2009 - August 29, 2009 Paid on September 25, 2009

August 30, 2009 - September 26, 2009 Paid on October 23, 2009

September 27, 2009 – October 24, 2009 Paid on November 24, 2009

October 25, 2009 – November 28, 2009 Paid on December 18, 2009

November 29, 2009 – December 26, 2009 Paid on January 25, 2010

December 27, 2009 – January 30, 2010 Paid on February 25, 2010

January 31, 2010 – February 27, 2010 Paid on March 25, 2010

February 28, 2010 – March 27, 2010 Paid on April 23, 2010

March 28, 2010 – April 24, 2010 Paid on May 25, 2010

April 25, 2010 – May 29, 2010 Paid on June 25, 2010

May 30, 2010 – June 26, 2010 Paid on July 23, 2010

All payroll information (including timesheets) must be received in the Payroll Department within 5 working days after the cut-off date. Any payroll information received after these 5 days will not be processed until the next pay period.

Indicate SL, FL, JD, NS, V or UPL on the date that it applies.

Any SL, V, FL that is written in on your timecard will be charged to you if the time is available.

Snow days (if your district has early dismissal, late start or entire day) should be shown as regular time. Do not write "Snow Day" on timesheet. SKACD 613 will track information from television cancellations each day.