

SKACD 613

PAYROLL CUT-OFF DATES FOR 2011-2012

June 26, 2011 - July 30, 2011	Paid on August 25, 2011
July 31, 2011 - August 27, 2011	Paid on September 23, 2011
August 28, 2011 - September 24, 2011	Paid on October 25, 2011
September 25, 2011 – October 29, 2011	Paid on November 22, 2011
October 30, 2011 – November 26, 2011	Paid on December 20, 2011
November 27, 2011 – December 31, 2011	Paid on January 25, 2012
January 1, 2012 – January 28, 2012	Paid on February 24, 2012
January 29, 2012 – February 25, 2012	Paid on March 22, 2012
February 26, 2012 – March 31, 2012	Paid on April 25, 2012
April 1, 2012 – April 28, 2012	Paid on May 24, 2012
April 29, 2012 – May 26, 2012	Paid on June 25, 2012
May 27, 2012 – June 30, 2012	Paid on July 25, 2012

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, or UPL on the date that it applies.

Any SL, 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.