

# SKACD 613 PAYROLL CUT-OFF DATES FOR 2007-2008

July 1, 2007 thru July 28, 2007  
July 29, 2007 thru August 25, 2007  
August 26, 2007 thru September 29, 2007  
September 30, 2007 thru October 27, 2007  
October 28, 2007 thru November 24, 2007  
November 25, 2007 thru December 29, 2007  
December 30, 2007 thru January 26, 2008  
January 27, 2008 thru February 23, 2008  
February 24, 2008 thru March 29, 2008  
March 30, 2008 thru April 26, 2008  
April 27, 2008 thru May 31, 2008  
June 1, 2008 thru June 28, 2008

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

Position number, full name, last four digits of your Social Security number, school, classify as para (or sub para) and full Pay Period should be on all time sheets.

All dates on the timesheet should be completed, including Pay Period, week of pay and each day.

Holiday pay should be marked under Time Totals.

Sick Time (CSL) should be marked on the day that it applies, with an hour amount under Time Totals.

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

When your Teaching Professional is not available to sign your time sheet, send a clearly marked "COPY" and then send the original when signed by your teacher and principal.

Time Sheets are audited each year.