

# SKACD 613

## PAYROLL CUT-OFF DATES FOR 2008-2009

June 29,2008 - July 26,2008      Paid on August 25,2008

July 27,2008 - August 30,2008      Paid on September 25,2008

August 31, 2008 - September 27, 2008      Paid on October 24, 2008

September 28,2008 – October 25,2008      Paid on November 25,2008

October 26,2008 – November 29,2008      Paid on December 19,2008

November 30,2008 – December 27,2008      Paid on January 23,2009

December 28,2008 – January 31,2009      Paid on February 25,2009

February 1, 2009 – February 28, 2009      Paid on March 25, 2009

March 1, 2009 – March 28, 2009      Paid on April 24, 2009

March 29,2009 – April 25,2009      Paid on May 22,2009

April 26, 2009 – May 30, 2009      Paid on June 25,2009

May 31,2009 – June 27,2009      Paid on July 24,2009

**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.