



BOARD OF EDUCATION
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MEMORANDUM

TO: Administrators and Secretaries
 FROM: Payroll Office
 DATE: June 9, 2021
 RE: Payroll Cut-Off Dates

Listed below are cut-off dates for ALL time sheets and Munis time entry. This includes regular time sheets for non-exempt employees, ALL Subs (including substitute teachers), extra time, overtime, after school programs, ACE, etc.

Please assist the payroll office by doing the following:

- Include the **EMPLOYEE ID NUMBER** on each time sheet.
- Send all time sheets for **additional pay SEPARATELY** from regular monthly time sheets.
- Make sure that the time sheets only reflect time within the dates listed below for each pay period.
- Send time sheets to the payroll office immediately after the cut-off dates to be included in the payroll for that month.

* Pay Period:	Time Due By:	Pay Date:
June 6 – July 10	July 16	July 29
July 11 – August 7	August 13	August 31
August 8 – September 4	September 10	September 30
September 5 – October 9	October 15	October 29
October 10 – November 6	November 12	November 30
November 7 – December 4	December 10	December 17
December 5 – January 8	January 14	January 31
January 9 – February 5	February 11	February 28
February 6 – March 5	March 11	March 25
March 6 – April 9	April 15	April 29
April 10 – May 7	May 13	May 31
May 8 – June 4	June 10	June 30
June 5 – July 9	July 15	July 28 (FY23)

* Pay Periods begin on a Sunday and end on a Saturday.

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