



BOARD OF EDUCATION
 Kirk Hancock, Chair
 Rev. Allen Simpson, Vice Chair
 Brandon Brooks
 Joe Franklin
 Becky Grubbs
 Cathy Hunt
 Tanya Jones-Cameron

MEMORANDUM

TO: Administrators and Secretaries

FROM: Payroll Office

DATE: June 16, 2020

RE: Payroll Cut-Off Dates (work week Sunday – Saturday)

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:
July 12 – August 8	August 14
August 9 – September 5	September 11
September 6 – October 10	October 16
October 11 – November 7	November 13
November 8 – December 5	December 11
December 6 – January 9	January 15
January 10 – February 6	February 12
February 7 – March 6	March 12
March 7 – April 10	April 16
April 11 – May 8	May 14
May 9 – June 5	June 11
June 6 – July 10	July 16

Scott A. Burckbuchler, Ph.D., SFO / Chief Financial Officer

burckbuchlersa@troup.org
 100 North Davis Rd, Building C / LaGrange, Georgia 30241
 Office: 706.812.7900 / Fax: 706-885-1534

