

**PAYROLL CUT-OFF SCHEDULE
PROFESSIONAL, PARA-PRO, AND SUBS
2020-2021**

<u>MONTH</u>	<u>DATE RANGE</u>	<u>CUT-OFF DATE</u>	<u>CHECK DATE</u>
JULY '2020	6/8-7/3	3	24
AUGUST	7/6-8/7	7	25
SEPTEMBER	8/10-9/4	4	25
OCTOBER	9/7-10/2	2	23
NOVEMBER	10/5-11/6	6	24
DECEMBER	11/9-12/4	4	17
JANUARY '2021	12/7-1/1	1	25
FEBRUARY	1/4-2/5	5	25
MARCH	2/8-3/5	5	25
APRIL	3/8-4/2	2	23
MAY	4/5-5/7	7	25
JUNE	5/10-6/4	4	24
JUNE 30th	6/7-6/30	30	30

Summer school & Custodians

TOTAL

***The cut-off date is the final date that is to be included in that month's pay. All time sheets and payroll changes must be turned in the morning following the cut-off date. Anything turned in past that date will be included in the following month's check.**