



## CALHOUN CITY SCHOOLS

### Charter School System

*A Tradition of Excellence in Academics, Arts and Athletics*

### Payroll Cutoff Dates 2022 – 2023

PAY MONTH	PAYROLL PERIOD	CUTOFF DATE	PAY DATE
July 2022	From June 12, 2022	to July 9, 2022	Friday, July 29, 2022
August 2022	From July 10, 2022	to August 13, 2022	Wednesday, August 31, 2022
September 2022	From August 14, 2022	to September 10, 2022	Friday, September 30, 2022
October 2022	From September 11, 2022	to October 15, 2022	Monday, October 31, 2022
November 2022	From October 16, 2022	to November 5, 2022	Wednesday, November 30, 2022
December 2022	From November 6, 2022	to December 3, 2022	Friday, December 30, 2022
January 2023	From December 4, 2022	to January 7, 2023	Tuesday, January 31, 2023
February 2023	From January 8, 2023	to February 4, 2023	Tuesday, February 28, 2023
March 2023	From February 5, 2023	to March 11, 2023	Friday, March 31, 2023
April 2023	From March 12, 2023	to April 15, 2023	Friday, April 28, 2023
May 2023	From April 16, 2023	to May 13, 2023	Wednesday, May 31, 2023
June 2023	From May 14, 2023	to June 10, 2023	Friday, June 30, 2023

**Leave Deadline:**

**If you plan to take leave in the month of June, it should be entered in Frontline by June 19<sup>th</sup> to close FY23.**

July 2023	From June 11, 2023	to July 15, 2023	Monday, July 31, 2023
August 2023	From July 16, 2023	to August 5, 2023	Thursday, August 31, 2023

[Timesheets for extra pay are due to the approving supervisor\(s\) for signatures by the Monday following cutoff.](#)

**After obtaining approval** to include **signatures** and proper funding accounts, approved extra pay timesheets should be **delivered to Dr. Palmer** for additional approval no later than the **Tuesday afternoon** following payroll cutoff.

**Extra pay received after the cutoff deadline will not be paid until the following month.**

- Checks are issued on the last business day of the month.
- *All leave must be entered through Frontline to avoid being docked.*

**Dates are subject to change: Notification will be sent by email when this is necessary.**