



BOARD OF EDUCATION
 Brandon Brooks, Chairman
 Ferrell Blair, Vice Chairman
 Kevin Dunn
 Joe Franklin
 Cathy Hunt
 Anne O'Brien
 Rev. Allen Simpson

MEMORANDUM

TO: Administrators and Secretaries
 FROM: Payroll Office
 DATE: May 12, 2023
 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. If time sheets are not in the payroll office by the due date each month, they will be processed in the next pay period.

* Pay Period:	Time Due By:	Pay Date:
June 4 – July 8	July 14	July 31
July 9 – August 5	August 11	August 31
August 6 – September 2	September 8	September 29
September 3 – October 7	October 13	October 31
October 8 – November 4	November 10	November 30
November 5 – December 2	December 8	December 15
December 3 – January 6	January 12	January 31
January 7 – February 3	February 9	February 29
February 4 – March 2	March 8	March 29
March 3 – April 6	April 12	April 30
April 7 – May 4	May 10	May 31
May 5 – June 8	June 14	June 27
June 9 – July 6	July 12	July 31 (FY25)

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

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: 706.883.1534

