



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: April 29, 2024
 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 9 – July 6	July 12	July 31
July 7 – August 3	August 9	August 30
August 4 – September 7	September 13	September 30
September 8 – October 5	October 11	October 31
October 6 – November 2	November 8	November 22
November 3 – December 7	December 13	December 19
December 8 – January 11	January 17	January 31
January 12 – February 8	February 14	February 28
February 9 – March 8	March 14	March 28
March 9 – April 5	April 11	April 30
April 6 – May 3	May 9	May 30
May 4 – June 7	June 13	June 30
June 8 – July 5	July 11	July 31 (FY26)

* 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

