

Payroll Cut-Off Date: Saturday	Time Card Due Date: Monday	Paycheck Date:	Payroll is for the time period of:
January 16 (too late to implement change in cut-off for this month only)	January 18	January 29	January 1 – January-31, over and under time for December 1 through December 31 will be reflected on this paycheck
February 13	February 15	February 26	February 1-February 26, over and under time for January 1 – February 13 will be reflected on this paycheck
March 13	March 15	March 31	March 1-March 31, over and under time for February 14-March 13 will be reflected on this paycheck
April 10	April 12	April 30	April 1 – 30, over and under time for March 14-April 10 will be reflected on this paycheck
May 8	May 10	May 28	May 1-May 31, over and under time for April 11-May 8 will be reflected on this paycheck
June 12	June 14	June 30	June 1-June 30, over and under time for May 9-June 12 will be reflected on this paycheck
July 10	July 12	July 30	July 1-July 31, over and under time for June 13-July 10 will be reflected on this check
August 14	August 16	August 31	August 1-August 31, over and under time for July 11-August 14 will be reflected on this check
September 11	September 13	September 30	September 1-September 30, over and under time for August 15-September 11 will be reflected on this check
October 9	October 11	October 29	October 1-October 31, over and under time for September 12-October 9 will be reflected on this check
November 13	November 15	November 30	November 1 – November 30, over and under time for October 10-November 13 will be reflected on this check
December 11	December 13	December 22	December 1-December 31, over and under time for November 14-December 11 will be reflected on this check