

July 3, 2008

TO: School District Administrators  
 FROM: Division of Administration and Finance  
 SUBJECT: Payroll Processing Dates

Below are the payroll submission dates for October, November, December 2008:

**PAYROLL SCHEDULE**

	<u>Dist. Cut-Off*</u>	<u>Process</u>	<u>Period-End Date**</u>	<u>Pay Date**</u>
MID A	9/30/08	10/3,6/08	9/30/08	10/10/08
MID B	10/7/08	10/10/08	9/30/08	10/15/08
EOM	10/17/08	10/23,24,27/08	10/31/08	10/31/08
MID A	10/31/08	11/4,5/08	10/31/08	11/10/08
MID B	11/5/08	11/10/08	10/31/08	11/14/08
EOM	11/14/08	11/19,20,21/08	11/30/08	11/26/08
MID A	12/1/08	12/4,5/08	11/30/08	12/10/08
MID B	12/5/08	12/10/08	11/30/08	12/15/08
EOM	12/11/08	12/17,18,19/08	12/31/08	12/30/08

\* Into County Office with signed prelist by noon.

\*\* Use these dates for payroll prelists.

BSD:vll