

October 21, 2008

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

Below are the payroll submission dates for January, February, March 2009:

**PAYROLL SCHEDULE**

	<u>Dist. Cut-Off*</u>	<u>Process</u>	<u>Period-End Date**</u>	<u>Pay Date**</u>
MID A	12/29/08	1/5,6/09	1/1/09	1/9/09
MID B	1/7/09	1/12/09	1/1/09	1/15/09
EOM	1/15/09	1/22,23,26/09	1/31/09	1/30/09
MID A	1/30/09	2/4,5/09	1/31/09	2/10/09
MID B	2/4/09	2/10/09	1/31/09	2/13/09
EOM	2/13/09	2/19,20,23/09	2/28/09	2/27/09
MID A	2/27/09	3/4,5/09	2/28/09	3/10/09
MID B	3/5/09	3/10/09	2/28/09	3/13/09
EOM	3/16/09	3/23,24,25/09	3/31/09	3/31/09

\* Into County Office with signed prelist by noon.

\*\* Use these dates for payroll prelists.

BSD:vll