

**PAYROLL CUT-OFF SCHEDULE
PROFESSIONAL, PARA-PRO, AND SUBS
2021-2022**

MONTH	DATE RANGE	CUT-OFF DATE	CHECK DATE	TOTAL HOURS
JULY '2021	6/7-7/2	2	20	160
AUGUST	7/5-8/6	6	20	200
SEPTEMBER	8/9-9/3	3	20	160
OCTOBER	9/6-10/1	1	20	160
NOVEMBER	10/4-11/5	5	19	200
DECEMBER	11/8-12/3	3	16	160
JANUARY '2022	12/6-1/7	7	20	200
FEBRUARY	1/10-2/4	4	18	160
MARCH	2/7-3/4	4	18	160
APRIL	3/7-4/1	1	20	160
MAY	4/4-5/6	6	20	200
JUNE	5/9-6/3	3	20	160
TOTAL				2080
JULY '2022	6/6-7/1	1	20	160

***The cut-off date is the final date that is to be included in that month's pay. All time sheets and payroll changes must be turned in the morning following the cut-off date. Anything turned in past that date will be included in the following month's check.**