

Memorandum

To: All Employees
From: Payroll Department
Re: Payroll Cut-Off for 2020-2021 (Substitutes, time sheets and payroll deduction changes, absent from duty forms)
Priority: Urgent

Month of:	Cut-Off Date:	Paydate:
September 2020	August 31, 2020	September 25, 2020
October 2020	September 28, 2020	October 23, 2020
November 2020	October 31, 2020	November 20, 2020
December 2020	November 30, 2020	December 18, 2020
January 2021	December 21, 2021	January 25, 2021
February 2021	January 31, 2021	February 25, 2021
March 2021	February 28, 2021	March 25, 2021
April 2021	March 29, 2021	April 23, 2021
May 2021	April 30, 2021	May 25, 2021
June 2021	May 31, 2021	June 24, 2021
July 2021	June 28, 2021	July 22, 2021
August 2021	July 31, 2021	August 25, 2021

**Please be sure to turn all items in no later than 4:00 a.m. on the cut-off date.

**Substitutes should complete paperwork with Celeste prior to the cut-off date for the first scheduled pay period. You must complete the paperwork to receive your payroll check. Please take care of this the first day you report for duty.

**Any work completed (or leave taken) after the cut-off date will be on the next month's check.