



**All Employee:
Time Sheet &
Exception Reporting**

GREATER ALBANY PUBLIC SCHOOL DISTRICT 2019/20 Payroll Cutoff Dates

<u>Begin Date</u>	<u>End Date</u>	<u>Pay Date</u>
Monday, June 10	Friday, July 5	July 31
Monday, July 8	Friday, August 2	August 30
Monday, August 5	Friday, September 6	September 30
Monday, September 9	Friday, October 4	October 31
Monday, October 7	Friday, November 1	November 27
Monday, November 4	Friday, December 6	December 31
Monday, December 9	Friday, January 10	January 31
Monday, January 13	Friday, February 7	February 28
Monday, February 10	Friday, March 6	March 31
Monday, March 9	Friday, April 3	April 30
Monday, April 6	Friday, May 1	May 29
Monday, May 4	*Friday, June 5	June 30
Monday, June 8	Friday, July 3	July 31
Monday, July 6	Friday, August 7	August 31

Payroll cutoff dates are selected so the total number of days worked in each pay period, are as equal as possible - allowing enough time in each instance to process payroll.

***June now has a regular end date. Any work after 6/5 will be paid in July.**

US MAIL routed out of Portland. Any District mailing, may take 3 days to receive. Direct Deposit is suggested and required for new hires.