

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



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TO: Secretaries, Principals, Administrators, and District Employees
FROM: Payroll Department
DATE: July 12, 2017
RE: Payroll Cut-Off Dates

Payroll Cut-Off Dates		
2017-2018		
Payroll Dates	Payroll Due	Pay Day
06/17/17 thru 07/14/17	07/17/17	07/31/17
07/17/17 thru 08/18/17	08/21/17	08/31/17
08/21/17 thru 09/15/17	09/18/17	09/29/17
09/18/17 thru 10/17/17	10/18/17	10/31/17
10/18/17 thru 11/10/17	11/13/17	11/30/17
11/13/17 thru 12/08/17	12/11/17	12/20/17
12/11/17 thru 01/16/18	01/17/18	01/31/18
01/17/18 thru 02/13/18	02/14/18	02/28/18
02/14/18 thru 03/09/18	03/19/18	03/29/18
03/19/18 thru 04/13/18	04/16/18	04/30/18
04/16/18 thru 05/15/18	05/16/18	05/29/18
05/16/18 thru 06/15/18	06/18/18	06/29/18

* Please review time sheets on a weekly basis.

* No time edit should be entered AFTER the payroll cut-off date for any given pay period!

* All employees must submit signed time sheets! **NO EXCEPTIONS!!**

***If there are any changes you will be informed by MEMO AND/OR EMAIL!**