

To: **All Principals/Secretaries**
From: Christi Griffin
Date: May 2012

Pay dates for the 2012-2013 school year

<u>PAYROLL MONTH</u>	<u>PAY DATES</u>
July	July 25, 2012
August	August 24, 2012
September	September 25, 2012
October	October 25, 2012
November	November 16, 2012
December	December 20, 2012
January	January 25, 2013
February	February 25, 2013
March	March 25, 2013
April	April 25, 2013
May	May 23, 2013
June	June 25, 2013

Below are the scheduled deadlines for submitting hourly and misc. payroll. All forms must be in the payroll office by the due dates to be included in that month's payroll. Remember, all ATPs must be approved in HR before coming to payroll.

<u>PAYROLL MONTH</u>	<u>DUE IN PAYROLL OFFICE</u>
July	July 11, 2012
August	August 8, 2012
September	September 7, 2012
October	October 11, 2012
November	November 5, 2012
December	December 5, 2012
January	January 9, 2013
February	February 8, 2013
March	March 5, 2013
April	April 12, 2013
May	May 8, 2013
June	June 11, 2013

If you have any questions, please call Christi Griffin at extension 1021 in the Business Office. Deadlines are subject to change with advance notice. Thank you for your cooperation.