



Montgomery County
Public Schools

Memo To: Directors, Principals, Supervisors, Administrative Assistants, and
Other Persons Responsible for Payroll Information

From: Roger Hartless, Supervisor of Payroll & Benefits

Re: Payroll Cut-off and Time Entry Due dates through June 2020

Date: July 1, 2019

<u>Attendance Cut-Off Due Date</u>	<u>Time Entry Due Date (5:00 p.m.)</u>
June 30, 2019	July 9, 2019
July 31, 2019	August 7, 2019
August 31, 2019	September 6, 2019
September 30, 2019	October 5, 2019
October 31, 2019	November 6, 2019
November 30, 2019	* December 4, 2019
December 31, 2019	January 8, 2020
January 31, 2020	February 6, 2020
February 28, 2020	March 6, 2020
March 31, 2020	April 6, 2020
April 30, 2020	May 7, 2020
May 31, 2020	June 5, 2020
June ???	(According to adjusted school calendar)

Employee Attendance Cut-Off Due Dates emphasize that attendance is recorded monthly and Administrative Assistants have until the Time Entry Due Date to enter attendance usage in Munis for the previous month.

Administrative Assistants can enter Timesheets in Munis up to the Time Entry Due Date (previous month + current month's hours). This will allow Payroll to process compensations for new Hourly Custodians, and new Hourly Aides earlier.

Information received after the due date(s) will miss the payroll deadline causing an unwanted delay in an employees' pay.

For further assistance, please call (540) 382-5100 Ext 1074.

* Early December due date