



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 2021

Date: July 1, 2020

<u>Attendance Cut-Off Due Date</u>	<u>Time Entry Due Date (5:00 p.m.)</u>
June 30, 2020	July 8, 2020
July 31, 2020	August 7, 2020
August 31, 2020	September 4, 2020
September 30, 2020	October 6, 2020
October 31, 2020	November 6, 2020
November 30, 2020	* December 4, 2020
December 31, 2020	January 6, 2021
January 31, 2021	February 5, 2021
February 28, 2021	March 5, 2021
March 31, 2021	April 7, 2021
April 30, 2021	May 7, 2021
May 31, 2021	June 4, 2021
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