

Memo



To: Superintendents, Coordinators, Principals, and Office Coordinators
From: Debbie Krawchuk, Assistant Manager – Payroll
Date: August 30, 2011
Subject: 2011/12 Schedule of Pay Days and Payroll Cut-off Dates for Teachers and Support/Service Staff

Please advise your staff of the following:

MONTH	CUT-OFF DATE	PAY DATE
September 2011	September 13, 2011	September 23, 2011
October 2011	October 14, 2011	October 25, 2011
November 2011	November 10, 2011	November 25, 2011
December 2011	December 9, 2011	December 23, 2011
January 2012	January 13, 2012	January 25, 2012
February 2012	February 10, 2012	February 24, 2012
March 2012	March 9, 2012	March 23, 2012
April 2012	April 13, 2012	April 25, 2012
May 2012	May 11, 2012	May 25, 2012
June 2012	June 12, 2012	June 25, 2012

The Payroll Cut-off Date is the last day in which approved timesheets, rental sheets, notice of change, travel allowance claims, noon lunch supervision forms and any other data affecting the pay cheque of a regular staff member must be received by Administrative Services – Payroll.

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