



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 2023

Date: July 11, 2022

<u>Attendance Cut-Off Due Date</u>	<u>Time Entry Due Date (5:00 p.m.)</u>
June 30, 2022	July 6, 2022
July 31, 2022	August 5, 2022
August 31, 2022	September 7, 2022
September 30, 2022	October 6, 2022
October 31, 2022	November 4, 2022
November 30, 2022	* December 5, 2022
December 31, 2022	January 6, 2023
January 31, 2023	February 7, 2023
February 28, 2023	March 7, 2023
March 31, 2023	April 5, 2023
April 30, 2023	May 5, 2023
May 31, 2023	June 7, 2023
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