

**JACKSON BOARD OF EDUCATION  
PAYROLL CUTOFF SCHEDULE  
2019-2020 SCHOOL YEAR**

| <b>DAYS WORKED:</b>   | <b>SUBMIT TO PAYROLL OFFICE BY:</b> | <b>PAYABLE ON:</b>           | <b>EXPLANATION</b>   |
|---|-------------------------------------|------------------------------|--|
| 6/08/19-6/21/19   | Tuesday, June 25, 2019              | Friday, July 05, 2019        |  |
| 6/22/19-7/05/19   | Monday, July 08, 2019               | Thursday, July 18, 2019      |  |
| 7/06/19-7/19/19   | Monday, July 22, 2019               | Thursday, August 01, 2019    |  |
| 7/20/19-8/2/19  | Monday, August 05, 2019             | Thursday, August 15, 2019    |  |
| 8/3/19-8/16/19  | Monday, August 19, 2019             | Friday, August 30, 2019      | Free ride 12 months Only   |
|   |                                     | Thursday, September 05, 2019 | Free ride 10 months Only<br>NO EXTRA PAY   |
| 8/17/19-08/30/19  | Tuesday, September 03, 2019         | Friday, September 13, 2019   |  |
| 8/31/19-9/13/19   | Tuesday, September 17, 2019         | Friday, September 27, 2019   |  |
| 9/14/19-9/27/19   | Friday, September 27, 2019          | Friday, October 11, 2019     | EARLY SUBMISSION   |
| 9/28/19-10/11/19  | Tuesday, October 15, 2019           | Friday, October 25, 2019     |  |
| 10/12/19-10/25/19   | Monday, October 28, 2019            | Wednesday, November 06, 2019 | EARLY SUBMISSION   |
| 10/26/19-11/08/19   | Tuesday, November 12, 2019          | Friday, November 22, 2019    | EARLY SUBMISSION   |
| 11/09/19-11/22/19   | Tuesday, November 26, 2019          | Friday, December 06, 2019    |  |
| 11/23/19-12/06/19   | Tuesday, December 10, 2019          | Friday, December 20, 2019    |  |
| 12/07/19-12/13/19   | Monday, December 16, 2019           | Friday, January 03, 2020     | 1 WEEK EARLY CUT OFF AND<br>SUBMISSION   |
| 12/14/19-1/03/20  | Tuesday, January 07, 2020           | Friday, January 17, 2020     | 3 WEEK CUT OFF   |
| 1/04/20-1/17/20   | Tuesday, January 21, 2020           | Friday, January 31, 2020     | Free ride (10 AND 12)  |
| 1/18/20-1/31/20   | Tuesday, February 04, 2020          | Friday, February 14, 2020    |  |
| 2/1/20-2/14/20  | Tuesday, February 18, 2020          | Friday, February 28, 2020    |  |
| 2/15/20-02/28/20  | Tuesday, March 03, 2020             | Friday, March 13, 2020       |  |
| 2/29/20-3/13/20   | Tuesday, March 17, 2020             | Friday, March 27, 2020       |  |
| 3/14/20-3/27/20   | Monday, March 30, 2020              | Wednesday, April 08, 2020    | EARLY SUBMISSION   |
| 3/28/20-4/03/20   | Monday, April 06, 2020              | Friday, April 24, 2020       | 1 WEEK EARLY CUT OFF AND<br>SUBMISSION   |
| 4/04/20-4/24/20   | Tuesday, April 28, 2020             | Friday, May 08, 2020         | 3 WEEKS EARLY CUT OFF AND<br>SUBMISSION  |
| 4/25/20-5/08/20   | Tuesday, May 12, 2020               | Friday, May 22, 2020         |  |
| 5/9/20-5/22/20  | Tuesday, May 26, 2020               | Friday, June 05, 2020        |  |
| 5/23/20-06/05/20  | Tuesday, June 09, 2020              | Friday, June 19, 2020        | PAY FOR 10 AND 12 MONTH<br>EMPS(TENTATIVE LAST DAY)/+<br>COCURRICULARS, STIPENDS,<br>MENTORSHIPS |
| 06/06/20-06/19/20   | Tuesday, June 23, 2020              | Thursday, July 02, 2020      |  |
| <b>Vouchers/payroll needing additional approval signatures must be into appropriate offices</b> |                                     |                              |  |
| <b>(2) days prior to "Submit to Payroll Office By" date.</b>                                    |                                     |                              |  |
|   |                                     |                              | : "FREE- RIDE" PAY   |