

**MONTHLY POSITION / APPOINTMENT FORMS
2019 SCHEDULE OF CUT-OFF DATES**

Position/Appointment Forms and Additional Pay Requests must be received in the Payroll Office by 5:00 PM on the day of the cut-off shown below in order for the forms to be processed for the corresponding pay date. Please submit forms earlier when available.

MONTH	PAYDATE	CUTOFF DATE
January	1/31/19	1/14/19
February	2/28/19	2/12/19
March	3/30/19	3/13/19
April	4/30/19	4/12/19
May	5/31/19	5/14/19
June	6/29/19	6/10/19
July	7/31/19	7/15/19
August	8/30/19	8/12/19
September	9/30/19	9/11/19
October	10/31/19	10/14/19
November	11/27/19	11/11/19
December	12/30/19	12/10/19