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PAYROLL CUT-OFF DATES

AGENCY NAME

AGENCY NUMBER

MONTHLY CHECK INFORMATION

<u>MONTH</u>	<u>LAST PAY PERIOD CUT-OFF DATE</u>	<u>CHECK ISSUE DATE</u>	<u># OF PAYDAYS EACH MONTH</u>
JANUARY	<input type="text"/>	<input type="text"/>	<input type="text"/>
FEBRUARY	<input type="text"/>	<input type="text"/>	<input type="text"/>
MARCH	<input type="text"/>	<input type="text"/>	<input type="text"/>
APRIL	<input type="text"/>	<input type="text"/>	<input type="text"/>
MAY	<input type="text"/>	<input type="text"/>	<input type="text"/>
JUNE	<input type="text"/>	<input type="text"/>	<input type="text"/>
JULY	<input type="text"/>	<input type="text"/>	<input type="text"/>
AUGUST	<input type="text"/>	<input type="text"/>	<input type="text"/>
SEPTEMBER	<input type="text"/>	<input type="text"/>	<input type="text"/>
OCTOBER	<input type="text"/>	<input type="text"/>	<input type="text"/>
NOVEMBER	<input type="text"/>	<input type="text"/>	<input type="text"/>
DECEMBER	<input type="text"/>	<input type="text"/>	<input type="text"/>

***NOTE: Cut-off date is the ending date of the last pay period that will be paid in that reporting month.