

**Jasper County Board of Education
FY19 Payroll/Leave Reporting Dates
with Final Date to Approve Hours in TCP**

PAY PERIOD	PAY DAY	LEAVE/ PAYROLL CUT OFF	Approve Hours in TimeClock Plus
July 2018	7/31/2018	7/21/2018	7/24/2018
August 2018	8/31/2018	8/18/2018	8/21/2018
September 2018	9/28/2018	9/15/2018	9/18/2018
October 2018	10/31/2018	10/20/2018	10/23/2018
November 2018	11/30/2018	11/10/2018	11/13/2018
December 2018	12/19/2018	12/8/2018	12/11/2018
January 2019	1/31/2019	1/19/2019	1/22/2019
February 2019	2/28/2019	2/16/2019	2/19/2019
March 2019	3/29/2019	3/16/2019	3/19/2019
April 2019	4/30/2019	4/20/2019	4/23/2019
May 2019	5/31/2019	5/18/2019	5/21/2019
June 2019	6/28/2019	6/15/2019	6/18/2019

**Leave data reported on your direct deposit voucher
is current as of the leave cutoff date listed above.**

**No payroll changes can be made AFTER
the payroll cutoff date for the current pay period.**

**Direct Deposits MUST be changed
before the payroll cutoff date.**