

What is the significance of the "payroll cut off date?"

The payroll cut off date is the last date by which payroll information must be received by the payroll department in time to impact the next paycheck.

This is particularly pertinent to substitute teachers who may teach for example on September 10. Since the payroll cutoff for the September 30th check is August 30th, the substitute pay earned on September 10 falls beyond the cutoff date and would therefore be included on the October 31st payroll check.