



Montgomery County  
Public Schools

**Memo To:** Directors, Principals, Supervisors, Administrative Assistants, and Other Persons Responsible for Payroll Information

**From:** Erin Evans, Supervisor of Payroll & Benefits

**Re:** Payday and Time Entry Due dates through June 2024

**Date:** Jul 1, 2023

**Payday Dates**

July 31, 2023  
August 31, 2023  
September 29, 2023  
October 31, 2023  
November 30, 2023  
December 20, 2023  
January 31, 2024  
February 29, 2024  
March 27, 2024  
April 30, 2024  
May 31, 2024  
June 28, 2024

**Time Entry Due Dates (5pm)**

July 10, 2023  
August 7, 2023  
September 8, 2023  
October 6, 2023  
November 7, 2023  
**\*December 5, 2023**  
January 9, 2024  
February 7, 2024  
March 7, 2024  
April 8, 2024  
May 7, 2024  
June 6, 2024

Employee attendance is recorded monthly and Administrative Assistants have until the Time Entry Due Date to enter attendance usage in Munis for the previous month.

Administrative Assistants can enter Timesheets in Munis up to the Time Entry Due Date (previous month + current month's hours). This will allow Payroll to process compensations for new Hourly Custodians, and new Hourly Aides earlier.

Information received after the due date(s) will miss the payroll deadline causing an unwanted delay in an employees' pay.

For further assistance, please call (540) 382-5100 Ext 1073.

\* Early due date