

PAYROLL SCHEDULE 2023-2024

PAY PERIOD		*****					
*WORK DATES		TIMESHEETS DUE		CHECK	PAY OF	HOLIDAY	PAYROLL #
TART DATE - END DATE	ENCL. SPECIAL PAY REQUESTS	DATE	MONTH	MONTH	FISCAL YR (TEACHER)		
06/22/23 - 07/05/23	07/06/23	07/13/23	1	JULY	7/04/23^	1 (23)	
07/06/23 - 07/19/23	07/20/23	07/27/23	2			2 (24)	
07/20/23 - 08/02/23	08/03/23	08/10/23	1	AUG		3 (25)	
08/03/23 - 08/16/23	08/17/23	08/24/23	2			4 (26)	
[IMPORTANT NOTE] : SCHOOL YEAR ANNUAL SALARIES paid in 26 paychecks will be paid 9/07/23 - 8/22/24							
08/17/23 - 08/30/23	08/31/23	09/07/23	1	SEP		5 (1)	
08/31/23 - 09/13/23	09/14/23	09/21/23	2		9/4/23	6 (2)	
09/14/23 - 09/27/23	09/28/23	10/05/23	1	OCT		7 (3)	
09/28/23 - 10/11/23	10/12/23	10/19/23	2		10/9/23	8 (4)	
10/12/23 - 10/25/23	10/26/23	11/02/23	1	NOV		9 (5)	
10/26/23 - 11/08/23	11/09/23	11/16/23	2			10 (6)	
11/09/23 - 11/22/23	11/23/23	11/30/23	3		11/10/23	11 (7)	
11/23/23 - 12/06/23	12/07/23	12/14/23	1	DEC	11/23/23	12 (8)	
12/07/23 - 12/20/23	12/21/23	12/28/23	2			13 (9)	
12/21/23 - 01/03/24	01/04/24	01/11/24	1	JAN	12/25, 1/01	14 (10)	
01/04/24 - 01/17/24	01/18/24	01/25/24	2		1/15/24	15 (11)	
01/18/24 - 01/31/24	02/01/24	02/08/24	1	FEB		16 (12)	
02/01/24 - 02/14/24	02/15/24	02/22/24	2			17 (13)	
02/15/24 - 02/28/24	02/29/24	03/07/24	1	MAR	2/19/24^	18 (14)	
02/29/24 - 03/13/24	03/14/24	03/21/24	2			19 (15)	
03/14/24 - 03/27/24	03/28/24	04/04/24	1	APR		20 (16)	
03/28/24 - 04/10/24	04/11/24	04/18/24	2			21 (17)	
04/11/24 - 04/24/24	04/25/24	05/02/24	1	MAY	4/15/24^	22 (18)	
04/25/24 - 05/08/24	05/09/24	05/16/24	2			23 (19)	
05/09/24 - 05/22/24	05/23/24	05/30/24	3			24 (20)	
05/23/24 - 06/05/24	06/06/24	06/13/24	1	JUN	5/27/24	25 (21)	
06/06/24 - 06/19/24	06/20/24	06/27/24	2		6/19/24^	26 (22)	
*** FISCAL YEAR ENDS - NEW FY STARTS * * * ADJUST JULY CONTRACT SALARIES ***							
06/20/24 - 07/03/24	07/03/24	07/11/24	1	JULY		1 (23)	
07/04/24 - 07/17/24	07/18/24	07/25/24	2		7/4/24	2 (24)	
07/18/24 - 07/31/24	08/01/24	08/08/24	1	AUG		3 (25)	
08/01/24 - 08/14/24	08/15/24	08/22/24	2			4 (26)	

* Timesheets are due at the Central Office by NOON the day after the pay period ending date - in order to be included in the next paycheck.

^ Indicates holidays paid to year round employees, not paid to "school year" employees, unless criteria me

* **PAY PERIOD WORK DATES: for hourly pay and Special Pay dates > must be submitted on time**