

Martin County School District

TIMEKEEPER'S PAYROLL SUBMISSION SCHEDULE

FISCAL YEAR 2023-2024

THIS COLUMN REVISED ON 07/19/2023

Pay Date	Pay Period Begin Date	Pay Period End Date	Time Sheets Reviewed & Approved in Skyward <u>no later than 12:00pm (Noon) on ...</u>	Forms 64** Due to Allocations Specialist in Finance <u>no later than 2:00pm on ...</u>
07/06/23	06/12/23	06/25/23	Monday, June 26	Tuesday, June 27
07/20/23	06/26/23	07/09/23	Monday, July 10	Tuesday, July 11
08/03/23	07/10/23	07/23/23	Monday, July 24	Tuesday, July 25
08/17/23	07/24/23	08/06/23	Monday, August 7	Friday, August 4
08/31/23	08/07/23	08/20/23	Monday, August 21	Friday, August 18
09/14/23	08/21/23	09/03/23	Tuesday, September 5	Friday, September 1
09/28/23	09/04/23	09/17/23	Monday, September 18	Friday, September 15
10/12/23	09/18/23	10/01/23	Monday, October 2	Friday, September 29
10/26/23	10/02/23	10/15/23	Monday, October 16	Friday, October 13
11/09/23	10/16/23	10/29/23	Monday, October 30	Friday, October 27
11/22/23	10/30/23	11/12/23	Monday, November 13	Friday, November 10
12/07/23	11/13/23	11/26/23	Monday, November 27	Friday, November 24 \$
12/21/23	11/27/23	12/10/23	Monday, December 11	Friday, December 8
01/04/24	12/11/23	12/24/23	Tuesday, December 26 \$	Friday, December 22 \$
01/18/24	12/25/23	01/07/24	Monday, January 8	Friday, January 5
02/01/24	01/08/24	01/21/24	Monday, January 22	Friday, January 19
02/15/24	01/22/24	02/04/24	Monday, February 5	Friday, February 2
02/29/24	02/05/24	02/18/24	Tuesday, February 20	Friday, February 16
03/14/24	02/19/24	03/03/24	Monday, March 4	Friday, March 1
03/28/24	03/04/24	03/17/24	Monday, March 18	Friday, March 15 \$
04/11/24	03/18/24	03/31/24	Monday, April 1	Friday, March 29 \$
04/25/24	04/01/24	04/14/24	Monday, April 15	Friday, April 12
05/09/24	04/15/24	04/28/24	Monday, April 29	Friday, April 26
05/23/24	04/29/24	05/12/24	Monday, May 13	Friday, May 10
06/06/24	05/13/24	05/26/24	Tuesday, May 28	Friday, May 24
06/20/24	05/27/24	06/09/24	Monday, Jun 10	Friday, Jun 7

= third payroll during month ~ benefit deductions for hourly employees only
 = Wednesday pay day due to Thursday holiday

***** SCHEDULE IS SUBJECT TO CHANGE DURING THE YEAR *****

Reporting Period for Non-Hourly Employees (26-pay) for Absences/Exceptions only **OR**
Pay Period for Reporting Hours Worked for Hourly Employees (Food Service/Extended Day)

* = First pay date is based on work calendar start date for fiscal year, with some pay type exceptions.

** = Eligible employees may receive 1, 2 or 3 multichек(s) depending on their pay type;
hourly employees do not receive multichекs.

****Forms 64 take additional processing time and may not make the cut-off for the corresponding payroll date.**

Per contract language, the multichек disbursement date will be "no later than the first pay date in June".

NOTE: Adjustments, corrections, re-issues and voids will be combined and processed on Friday after pay date unless dictated otherwise by the law and collective bargaining agreements.

\$ = Due date falls on a non-scheduled workday for some timekeepers; please plan accordingly