

Washington County Public Schools

BIWEEKLY PAY CALENDAR FOR ALL REGULAR AND SUPPLEMENTAL PAY

FISCAL YEAR 2024

Pay Date	Pay Period	All Items Due Date
07/21/23	06/25/2023-07/08/2023	07/11/23
08/04/23	07/09/2023-07/22/2023	07/25/23
08/18/23	07/23/2023-08/05/2023	08/08/23
09/01/23	08/06/2023-08/19/2023	08/22/23
09/15/23	08/20/2023-09/02/2023	09/05/23
09/29/23	09/03/2023-09/16/2023	09/19/23
10/13/23	09/17/2023-09/30/2023	10/03/23
10/27/23	10/01/2023-10/14/2023	10/17/23
11/10/23	10/15/2023-10/28/2023	10/31/23
11/24/23	10/29/2023-11/11/2023	11/14/23
12/08/23	11/12/2023-11/25/2023	11/28/23
12/22/23	11/26/2023-12/09/2023	12/12/23
01/05/24	12/10/2023-12/23/2023	12/26/23
01/19/24	12/24/2023-01/06/2024	01/09/24
02/02/24	01/07/2024-01/20/2024	01/23/24
02/16/24	01/21/2024-02/03/2024	02/06/24
03/01/24	02/04/2024-02/17/2024	02/20/24
03/15/24	02/18/2024-03/02/2024	03/05/24
03/29/24	03/03/2024-03/16/2024	03/19/24
04/12/24	03/17/2024-03/30/2024	04/02/24
04/26/24	03/31/2024-04/13/2024	04/16/24
05/10/24	04/14/2024-04/27/2024	04/30/24
05/24/24	04/28/2024-05/11/2024	05/14/24
06/07/24	05/12/2024-05/25/2024	05/28/24
06/21/24	05/26/2024-06/08/2024	06/11/24
07/05/24	06/09/2024-06/22/2024	06/25/24

Kronos Deadlines

Monday each week - employees must approve their own timecard or contact Supervisor to make necessary corrections.

Tuesday each week - Supervisors correct and sign off timecards for processing.

All Kronos sign offs, corrections, Aesop reconciliations and extra duty sheets are due on the Tuesday following the pay period end. Items received after the deadline will be processed the following payroll period.

**Note: Federal (W-4) and State tax (VA-4) withholding forms are posted online at:

[//https://www.wcs.k12.va.us/apps/publications/index.jsp?parentREC_ID=1746](https://www.wcs.k12.va.us/apps/publications/index.jsp?parentREC_ID=1746) . Payroll taxes will be withheld in accordance with the most recent W-4 and VA-6 form on file. In the rare exception a check is processed non- concurrently with regular pay (such as leave payouts, etc.), the federal tax rate will be a flat 22% as required by IRS employer withholding regulations.