

**EMPLOYEE PAYROLL CALENDAR**  
**2023 - 2024**

<b>Checks Dated / Issued</b>	<b>Pay Period for Classified Employees</b>	<b>Number of Weekdays in Period <sup>1</sup></b>	<b>Payroll Due Date</b>
* June 20, 2023	May 29 - June 11	10	June 13
July 5, 2023	June 12 - June 25	10	June 28
* July 20, 2023	June 26 - July 11	12	July 13
August 4, 2023	July 12 - July 26	11	July 27
* August 18, 2023	July 27 - August 13	12	August 11
September 5, 2023	August 14 - August 27	10	August 29
* September 20, 2023	August 28 - September 10	10	September 13
October 5, 2023	September 11 - September 26	12	September 28
* October 20, 2023	September 27 - October 11	11	October 13
November 3, 2023	October 12 - October 26	11	October 27
* November 17, 2023	October 27 - November 12	11	November 10
December 5, 2023	November 13 - November 26	10	November 28
* December 18, 2023 <sup>2</sup>	November 27 - December 10	10	December 11
January 5, 2024 <sup>3</sup>	December 11 - December 26	12	December 15
* January 19, 2024	December 27 - January 11	12	January 12
February 5, 2024	January 12 - January 28	11	January 29
* February 20, 2024	January 29 - February 11	10	February 13
March 5, 2024	February 12 - February 25	10	February 27
* March 18, 2024 <sup>4</sup>	February 26 - March 10	10	March 11
April 5, 2024	March 11 - March 26	12	March 29
* April 19, 2024	March 27 - April 11	12	April 12
May 3, 2024	April 12 - April 28	11	April 26
* May 20, 2024	April 29 - May 12	10	May 13
June 5, 2024	May 13 - May 26	10	May 29
* June 20, 2024	May 27 - June 9	10	June 13
July 3, 2024 <sup>5</sup>	June 10 - June 26	13	June 26
* July 18, 2024	June 27 - July 11	11	July 12
August 5, 2024	July 12 - July 28	11	July 29
* August 20, 2024	July 29 - August 11	10	August 13
September 5, 2024	August 12 - August 25	10	August 29
* September 20, 2024	August 26 - September 11	13	September 13

\*: Pay Date for Certified Staff and Substitute Teachers

Checks will only be available at the Education Center during two distribution windows: 7:30 a.m. to 9:00 a.m. and 2:30 p.m. to 4:00 p.m. Employees can access their direct deposit information through the Employee Portal: <https://sd25-bo-apps-new.sd25.us/empportal>

1: This indicates the number of weekdays in the period for which classified hours may be paid. The actual number of paid days is dependent upon the work and holiday schedule of each employee.

2: December 20, 2023 payroll:

All payments will be made early on December 18. Payment information will be available on the employee portal by December 14 and employees are encouraged to review those payments and notify the Payroll Office of any discrepancies by 11:00 a.m. on December 15 for resolution. Notifications not made by that deadline will not be resolved until after employees return on January 2, 2024. Checks will be available for pickup between 3:00 p.m. and 4:00 p.m. on December 15. Checks that have not been picked up will be mailed on December 18. The Payroll Office will not be able to help resolve issues with lost checks until January 2, 2024. Payroll personnel will be in the office in the morning of December 18 to process payroll deductions and taxes and can assist with direct deposit issues. No other services will be available on that day as the Education Center will be closed.

3: January 5, 2024 payroll:

Payroll will be processed on January 3. All payroll items for 12-month employees must be received by 10:00 a.m. on January 3 in order to be processed. All other locations must submit payroll items / data by December 15, 2023.

4: March 20, 2024 payroll:

All payments will be made early on March 18. Payment information will be available on the employee portal by March 14 and employees are encouraged to review those payments and notify the Payroll Office of any discrepancies by 11:00 a.m. on March 15 for resolution. Notifications not made by that deadline will not be resolved until after employees return on March 25, 2024. Checks will be available for pickup between 3:00 p.m. and 4:00 p.m. on March 15. Checks that have not been picked up will be mailed on March 18. The Payroll Office will not be able to help resolve issues with lost checks until March 25, 2024. Payroll personnel will be in the office in the morning of March 18 to process payroll deductions and taxes and can assist with direct deposit issues. No other services will be available on that day as the Education Center will be closed.

5: July 5, 2024 payroll:

All payments will be made early on July 3. Payment information will be available on the employee portal by July 2 and employees are encouraged to review those payments and notify the Payroll Office of any discrepancies by 11:00 a.m. on July 3 for resolution. Notifications not made by that deadline will not be resolved until after employees return on July 8, 2024. Checks will be available for pickup between 3:00 p.m. and 4:00 p.m. on July 3 and any checks that have not been picked up will be mailed that day. The Payroll Office will not be able to help resolve issues with lost checks until July 8, 2024. No services will be available on July 4 or July 5 as the Education Center will be closed.