

Timesheet Schedule, 21.5-Day count & Pay Dates

| | 9-10 month <u>HOURLY</u> employees (Bus Drivers & Maids, TA's) | 10-month <u>SALARY</u> employees (Teachers, Assistants, School Secretaries) | | 11- and 12-month employees | | Payroll due to Payroll Dept. by 11am | CHECKS RELEASED |
|-----------|--|--|--------------------------------|----------------------------|-----------------------------------|--|--------------------|
| MONTH | Actual Pay Period Timesheets run | Actual Pay Period 21.5 Day Count | Timesheets Run Thru | Actual Pay Period | Timesheets Run Thru | | Pay Date for |
| July | | | -- | July 1 - 31, 2022 | 6/6/22-6/30/22- 7/1/22-7/10/22 | 7/12/22 | 7/29/2022 |
| August | | Aug 15- Sept 13, 2022 | No timesheet | Aug 1 - 31, 2022 | 7/11/21-8/14/22 | 8/16/22 | 8/31/2022 |
| September | 8/15/22-9/11/22 | Sept 14 - Oct 12, 2022 | 8/15/22-9/11/22 | Sept 1 - 30, 2022 | 8/15/22-9/11/22 | 9/13/22 | 9/30/2022 |
| October | 9/12/22-10/16/22 | Oct 13 - Nov 11, 2022 | 9/12/22-10/16/22 | Oct 1 - 31, 2022 | 9/12/22-10/16/22 | 10/18/22 | 10/31/2022 |
| November | 10/17/22-11/6/22 | Nov 14 - Dec 12, 2022 | 10/17/22-11/6/22 | Nov 1 - 30, 2022 | 10/17/22-11/6/22 | 11/8/22 | 11/22/2022 |
| December | 11/7/22-12/4/22 | Dec 13, '22 - Jan 11, '23 | 11/7/22-12/4/22 | Dec 1 - 31, 2022 | 11/7/22-12/4/22 | 12/6/22 | 12/21/2022 |
| January | 12/5/22-1/8/23 | Jan 12 - Feb 39, 2023 | 12/5/22-1/8/23 | Jan 1 - 31, 2023 | 12/5/22-1/8/23 | 1/10/23 | 1/27/2023 |
| February | 1/9/23-2/12/23 | Feb 10 - Mar 13, 2023 | 1/9/23-2/12/23 | Feb 1 - 28, 2023 | 1/9/23-2/12/23 | 2/14/23 | 2/28/2023 |
| March | 2/13/23-3/12/23 | Mar 14 - Apr 11, 2023 | 2/13/23-3/12/23 | Mar 1 - 31, 2023 | 2/13/23-3/12/23 | 3/14/23 | 3/31/2023 |
| April | 3/13/23-4/16/23 | Apr 12 - May 11, 2023 | 3/13/23-4/16/23 | April 1 - 30, 2023 | 3/13/23-4/16/23 | 4/17/23 | 4/28/2023 |
| May | 4/17/23-5/14/23 | May 12- June 9, 2023 | 4/17/23-5/14/23 | May 1 - 31, 2023 | 4/17/23-5/14/23 | 5/16/23 | 5/31/2023 |
| June | 5/15/23-6/11/23 | | 5/15/23-6/11/23 adjustments | June 1 - 30, 2023 | 5/15/23-6/11/23 | 6/12/23 | 6/22/2023 |

Timesheets for 9-month employees reflect actual time worked and paid.

Timesheets for 10-month employees reflect time worked for the purpose of tracking leave. Time paid is based on a 22-day count.

Example: October 31, 2022 Paycheck

Timesheet records time worked and leave used from Sept. 12 thru Oct. 16; timesheet turned in on October 18.

Paycheck is actually for October 13 thru November 11 (21/22 day count).

Timesheets for 11- & 12-month employees reflect time worked for the purpose of tracking leave. Time paid is based on actual calendar month.

Example: October 31, 2022 Paycheck

Timesheet records time worked and leave used from Sept. 12 thru Oct. 16; timesheet turned in on October 18.

Paycheck is actually for October 1-31 (calendar month).