

SERVICE REPORT DATES FOR 2022-2023

★ALL SERVICE REPORTS ARE DUE AT CENTRAL OFFICE BY 10:00 AM★

Below is a schedule of service report dates, dates due at central office, and pay dates. Pay periods run from Sunday through Saturday, with the exception of the first July pay period and last June pay period.

Extra duty service for all employees must be recorded on the time sheet during the pay period the extra duty occurs.

SERVICE REPORTS DATES	DATES DUE – CO	PAY DATE
JULY 1 – JULY 9	JULY 11	JULY 15
JULY 10 – JULY 23	JULY 25	JULY 29
JULY 24 – AUGUST 6	AUGUST 8	AUGUST 15
AUGUST 7 – AUGUST 20	AUGUST 22	AUGUST 30
AUGUST 21 – SEPTEMBER 3	SEPTEMBER 6	SEPTEMBER 15
SEPTEMBER 4 – SEPTEMBER 17	SEPTEMBER 19	SEPTEMBER 30
SEPTEMBER 18 – OCTOBER 1	OCTOBER 3	OCTOBER 14
OCTOBER 2 – OCTOBER 15	OCTOBER 17	OCTOBER 28
OCTOBER 16 – OCTOBER 29	OCTOBER 31	NOVEMBER 15
OCTOBER 30 – NOVEMBER 19	NOVEMBER 21	NOVEMBER 30
NOVEMBER 20 – DECEMBER 3	DECEMBER 5	DECEMBER 15
DECEMBER 4 – DECEMBER 17	DECEMBER 19	DECEMBER 30
DECEMBER 18 – DECEMBER 31	JANUARY 3	JANUARY 13
JANUARY 1 – JANUARY 14	JANUARY 16	JANUARY 30
JANUARY 15 – JANUARY 28	JANUARY 30	FEBRUARY 15
JANUARY 29 – FEBRUARY 11	FEBRUARY 13	FEBRUARY 28
FEBRUARY 12 – FEBRUARY 25	FEBRUARY 27	MARCH 15
FEBRUARY 26 – MARCH 11	MARCH 13	MARCH 30
MARCH 12 – MARCH 25	MARCH 27	APRIL 14
MARCH 26 – APRIL 15	APRIL 17	APRIL 28
APRIL 16 – APRIL 29	MAY 1	MAY 15
APRIL 30 – MAY 13	MAY 15	MAY 30
MAY 14 – JUNE 3	JUNE 5	JUNE 15
JUNE 4 – JUNE 30 *record time thru last day of the month	JUNE 19	JUNE 30

***This includes summer school, summer camps, summer workers, and any extra duty before July 1.**

SUMMER CHECKS WILL BE PAID ON JUNE 27 (For July 15) June 28 (For July 30) June 29 (For Aug 15)

****Extra Duty Pay Date – See Supplemental Coaching/Activities Pay Date Schedule**