

Paper Timesheet & Leave Card Schedule 2023-2024

DUE AT CENTRAL OFFICE	PAY PERIOD DATES TO INCLUDE	Pay Check Date
By 10:00 am	-----	-----
July 10, 2023	July 2nd through July 8th	7/14/2023
July 24, 2023	July 9th through July 22nd	7/28/2023
August 7, 2023	July 23rd through August 5th	8/15/2023
August 21, 2023	August 6th through August 19th	8/30/2023
September 4, 2023	August 20th through September 2nd	9/15/2023
September 18, 2023	September 3rd through September 16th	9/29/2023
October 2, 2023	September 17th through September 30th	10/13/2023
October 16, 2023	October 1st through October 14th	10/30/2023
November 6, 2023	October 15th through November 4th (3 wks)	11/15/2023
November 20, 2023	November 5th through November 18th	11/30/2023
December 4, 2023	November 19th through December 2nd	12/15/2023
December 18, 2023	December 3rd through December 16th	12/29/2023
January 8, 2024	December 17th through December 30th	1/12/2024
January 22, 2024	December 31st through January 20th (3 wks)	1/30/2024
February 5, 2024	January 21st through February 3rd	2/15/2024
February 19, 2024	February 4th through February 17th	2/29/2024
March 4, 2024	February 18th through March 2nd	3/15/2024
March 18, 2024	March 3rd through March 16th	3/29/2024
April 1, 2024	March 17th through March 30th	4/15/2024
April 22, 2024	March 31st through April 20th (3 wks)	4/30/2024
May 6, 2024	April 21st through May 4th	5/15/2024
May 20, 2024	May 5th through May 18th	5/30/2024
June 3, 2024	May 19th through June 1st	6/14/2024
June 17, 2024	June 5th through June 30th (4wks)	6/28/2024

Substitutes: Submit all dates worked within each pay period on 1 timesheet.

NOTE: New employees may not receive their first check until they have worked a complete pay cycle (approximately 10 days).

Timesheets not received at CO by the due date will be considered late and will be held for the next payroll.

Timesheets missing required information are subject to be held until completed.

NOTE: KIOSK TIMESHEETS NEED TO BE SUBMITTED & APPROVED WEEKLY - BY MONDAY AM