

Payroll Timelines - FY2024

Pay Date	Period Start	Period End	Employee Timesheets due to Buildings	Building/Department Packets Due	Payroll Processing Deadline
July 5th	June 6th	June 20th	June 21st	June 23rd	June 30th
July 20th	June 21st	July 5th	July 6th	July 10th	July 18th
August 4th	July 6th	July 20th	July 21st	July 25th	August 2nd
August 18th	July 21st	August 5th	August 7th	August 9th	August 16th
September 5th	August 6th	August 20th	August 21st	August 23rd	August 31st
September 20th	August 21st	September 5th	September 6th	September 8th	September 18th
October 5th	September 6th	September 20th	September 21st	September 25th	October 3rd
October 20th	September 21st	October 5th	October 6th	October 10th	October 18th
November 3rd	October 6th	October 20th	October 23rd	October 25th	November 1st
November 20th	October 21st	November 5th	November 6th	November 8th	November 16th
December 5th	November 6th	November 20th	November 21st	November 21st	December 1st
December 20th	November 21st	December 5th	December 6th	December 8th	December 18th
January 5th	December 6th	December 20th	December 19th	December 19th	January 3rd
January 19th	December 21st	January 5th	January 8th	January 9th	January 17th
February 5th	January 6th	January 20th	January 22nd	January 24th	February 1st
February 20th	January 21st	February 5th	February 6th	February 7th	February 15th
March 5th	February 6th	February 20th	February 21st	February 23rd	March 1st
March 20th	February 21st	March 5th	March 6th	March 8th	March 18th
April 5th	March 6th	March 20th	March 21st	March 22nd	April 3rd
April 19th	March 21st	April 5th	April 8th	April 10th	April 17th
May 3rd	April 6th	April 20th	April 22nd	April 24th	May 1st
May 20th	April 21st	May 5th	May 6th	May 8th	May 16th
June 5th	May 6th	May 20th	May 21st	May 23rd	June 3rd
June 20th	May 21st	June 5th	June 6th	June 10th	June 18th
July 5th	June 6th	June 20th	June 21st	June 25th	July 2nd
July 19th	June 21st	July 5th	July 8th	July 10th	July 17th
August 5th	July 6th	July 20th	July 22nd	July 24th	August 1st
August 20th	July 21st	August 5th	August 6th	August 8th	August 16th

Important Dates

	Date	Calendar Year
First Pay for FY24 Contract: Exempt/260 LSSA	July 5th	2023
First Pay for FY24 Contract: Admin	August 4th	2023
First Pay for FY24 Contract: LEA/under 260 LSSA	September 5th	2023
Benefits Open Enrollment	TBD	2023
Fall Athletic and Extracurricular Supplementals	November 3rd	2023
New Benefit deductions Begin (except HSA, FSA, Dependent Care, Casual for a Cause)	December 5th	2023
Annual Supplementals 1st Payment	December 5th	2023
New Enrollment HSA, FSA, Dependent Care, Casual for a Cause deductions Begin	January 5th	2024
Winter Athletic and Extracurricular Supplementals	February 20th	2024
Annual Supplementals 2nd Payment	May 20th	2024
Spring Athletic and Extracurricular Supplementals	May 20th	2024
Last Pay LSSA Employees 4 hours or less	June 20th	2024
Last Pay for FY24 Contract: Exempt/260 LSSA	June 20th	2024
Last Pay for FY24 Contract: Admin	July 19th	2024
Last Pay for FY24 Contract: LEA/under 260 LSSA	August 20th	2024