

Timesheet Schedule, 21.5-Day count & Pay Dates

MONTH	9-10 month HOURLY employees (Bus Drivers & Maids, TA's)	10-month SALARY employees (Teachers, Assistants, School Secretaries)		11- and 12-month employees		Payroll due to Payroll Dept. by 11am	CHECKS RELEASED Pay Date for
	Actual Pay Period Timesheets run	Actual Pay Period 21.5 Day Count	Timesheets Run Thru	Actual Pay Period	Timesheets Run Thru		
July			---	July 1 - 31, 2023	6/12/23-6/30/23-7/1/23-7/16/23	7/18/23	7/31/2023
August		Aug 15- Sept 12, 2023	No timesheet	Aug 1 - 31, 2023	7/17/23-8/13/23	8/16/23	8/31/2023
September	8/14/23-9/10/23	Sept 13 - Oct 12, 2023	8/14/23-9/10/23	Sept 1 - 30, 2023	8/14/23-9/10/23	9/13/23	9/29/2023
October	9/11/23-10/15/23	Oct 13 - Nov 10, 2023	9/11/23-10/15/23	Oct 1 - 31, 2023	9/11/23-10/15/23	10/17/23	10/31/2023
November	10/16/23-11/5/23	Nov 13 - Dec 12, 2023	10/16/23-11/5/23	Nov 1 - 30, 2023	10/16/23-11/5/23	11/7/23	11/21/2023
December	11/6/23-12/3/23	Dec 13, '23 - Jan 10, '24	11/6/23-12/3/23	Dec 1 - 31, 2023	11/6/23-12/3/23	12/5/23	12/15/2023
January	12/4/23-1/7/24	Jan 11 - Feb 9, 2024	12/4/23-1/7/24	Jan 1 - 31, 2024	12/4/23-1/7/24	1/9/24	1/25/2024
February	1/8/24-2/11/24	Feb 12 - Mar 11, 2024	1/8/24-2/11/24	Feb 1 - 28, 2024	1/8/24-2/11/24	2/13/24	2/29/2024
March	2/12/24-3/10/24	Mar 12 - Apr 10, 2024	2/12/24-3/10/24	Mar 1 - 31, 2024	2/12/24-3/10/24	3/12/24	3/28/2024
April	3/11/24-4/7/24	Apr 11 - May 9, 2024	3/11/24-4/7/24	April 1 - 30, 2024	3/11/24-4/7/24	4/9/24	4/30/2024
May	4/8/24-5/12/24	May 10- June 10, 2024	4/8/24-5/12/24	May 1 - 31, 2024	4/8/24-5/12/24	5/14/24	5/31/2024
June	5/13/24-6/9/24		5/13/24-6/9/24	June 1 - 30, 2024	5/13/24-6/9/24	6/10/24	6/24/2024

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, 2023 Paycheck

Timesheet records time worked and leave used from Sept. 11 thru Oct. 15; timesheet turned in on October 17.

Paycheck is actually for October 13 thru November 10 (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, 2023 Paycheck

Timesheet records time worked and leave used from Sept. 11 thru Oct. 15; timesheet turned in on October 17.

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