

HUMAN RELATIONS AND PAYROLL CALENDAR DEADLINES

FOR SCHOOL YEAR 2023/2024

DS PAY PERIOD/ MONTH	EWA DEADLINES		SITE PAYROLL FINAL DEADLINE	PCA FINAL APPROVAL & PS ENTRY DEADLINE	PAYROLL CALC #1	PAYROLL RUN DATE	PAYROLL ISSUE DATE	
	SUBMISSION	APPROVAL						
JUN HRLY/ JUL	6/26/2023	6/30/2023	7/6/2023	7/7/2023	7/17/2023	7/19/2023	7/31/2023	
JULY HRLY/ AUG	7/25/2023	7/28/2023	8/4/2023	PCA ENTRY 8/7/2023 PS ENTRY END OF DAY 8/8/2022	8/17/2023	8/21/2023	8/31/2023	
AUG HRLY/ SEPT	8/28/2023	8/30/2023	9/5/2023	9/7/2023	9/15/2023	9/19/2023	9/29/2023	
SEPT HRLY/ OCT	9/25/2023	9/28/2023	10/4/2023	10/6/2023	10/17/2023	10/19/2023	10/31/2023	
OCT HRLY/ NOV	10/25/2023	10/30/2023	11/3/2023	11/6/2023	11/13/2023	11/15/2023	11/30/2023	
NOV HRLY/ DEC	11/17/2023	11/28/2023	12/4/2023	12/6/2023	12/11/2023	12/13/2023	12/21/2023	EARLY PAYROLL
DEC HRLY/ JAN	12/13/2023	12/15/2023	1/5/2024	1/9/2024	1/18/2024	1/22/2024	1/31/2024	
JAN HRLY/ FEB	1/26/2024	1/31/2024	2/5/2024	2/7/2024	2/13/2024	2/15/2024	2/29/2024	
FEB HRLY/ MAR	2/26/2024	2/28/2024	3/5/2024	3/6/2024	3/15/2024	3/19/2024	3/29/2024	
MAR HRLY/ APR	3/25/2024	3/28/2024	4/4/2024	4/8/2024	4/16/2024	4/18/2024	4/30/2024	SPRING BREAK
APR HRLY/ MAY	4/24/2024	4/29/2024	5/3/2024	5/6/2024	5/16/2024	5/20/2024	5/31/2024	
MAY HRLY/ JUNE	5/24/2024	5/30/2024	6/5/2024	6/7/2024	6/13/2024	6/17/2024	6/28/2024	

IMPORTANT NOTE:

Any change that may result in an employee overpayment identified prior to Payroll Calc #1 should be provided to the Payroll department ASAP. All paperwork must be complete and every effort will be made to process the change prior to and including the Payroll Calc #1 date