

## Tenafly Public Schools

TO: All Personnel

FROM: Linda Graziosi

RE: Payroll & Voucher Due Dates for the 2023-2024 school year

Please note the following pay dates and deadlines for voucher payment for the 2023-2024 school year. Any voucher that is not received by payroll by 3:00 PM on the due date will be paid the following pay date. Please call me at ext. 4518 if you have any questions. Thank you.

<b>Days Worked</b>	<b><u>Voucher Due in Payroll</u></b>	<b>Pay Date</b>
July 1-15	<b>July 17, 2023</b>	<b>July 25, 2023</b>
July 16-31	<b>August 4, 2023</b>	August 15, 2023
August 1-15	<b>August 21, 2023</b>	August 31, 2023
August 16-31	<b>August 31, 2023</b>	September 12, 2023
September 1-15	<b>September 20, 2023</b>	September 29, 2023
September 16-30	<b>October 3, 2023</b>	October 13, 2023
October 1-15	<b>October 19, 2023</b>	October 31, 2023
October 16-31	<b>November 3, 2023</b>	November 15, 2023
November 1-15	<b>November 16, 2023</b>	November 30, 2023
November 16-30	<b>December 5, 2023</b>	December 15, 2023
<b>December 1-8*</b>	<b>December 12, 2023</b>	<b>December 22, 2023</b>
December 11-31	<b>January 3, 2024</b>	January 12, 2024
January 1-15	<b>January 19, 2024</b>	January 31, 2024
January 16-31	<b>February 5, 2024</b>	February 15, 2024
February 1-15	<b>February 16, 2024</b>	February 29, 2024
February 16-29	<b>March 5, 2024</b>	March 15, 2024
March 1-15	<b>March 18, 2024</b>	March 28, 2024
March 16-31	<b>March 28, 2024</b>	April 15, 2024
April 1 - 15	<b>April 19, 2024</b>	April 30, 2024
April 16-30	<b>May 6, 2024</b>	May 15, 2024
May 1-15	<b>May 20, 2024</b>	May 31, 2024
May 16-31	<b>June 4, 2024</b>	June 14, 2024
<b>June 1-7*</b>	<b>June 11, 2024</b>	<b>June 20, 2024</b>
<b>June 10-30</b>	<b>July 3, 2024</b>	July 15, 2024

**\*due to the early payroll, voucher dates changed**

**For Custodians:**

<b>MONTH OT WORKED</b>	<b>VOUCHER DEADLINE</b>	<b>PAYROLL DATE OT WILL BE PAID</b>
July	<b>August 3, 2023</b>	August 15, 2023
August	<b>August 31, 2023</b>	September 12, 2023
September	<b>October 3, 2023</b>	October 13, 2023
October	<b>November 2, 2023</b>	November 15, 2023
November	<b>December 1, 2023</b>	December 15, 2023
December	<b>January 2, 2024</b>	January 12, 2024
January	<b>February 5, 2024</b>	February 15, 2024
February	<b>March 4, 2024</b>	March 15, 2024
March	<b>April 2, 2024</b>	April 15, 2024
April	<b>May 3, 2024</b>	May 15, 2024
May	<b>June 3, 2024</b>	June 14, 2024
June	<b>July 2, 2024</b>	July 15, 2024