

MEMORANDUM

TO: Payroll Designees
 FROM: Payroll Department
 RE: Payroll Dates for 2023/24 School Year OPT 1

Please use the following schedule to submit service reports.

If you have any questions concerning this matter, please contact the staff accountant responsible for your school.

PAY PERIOD overtime calculated wkl Sunday - Saturday)	SERVICE REPORT DUE DATE	PAYROLL DATE	TEACHERS	Nurses	AIDES PARAS	10 MONTH	11 Month	12 MONTH	BUS DRIVERS & BUS AIDES
			August 1, 2023 May 24, 2024	August 3, 2023 May 24, 2024	August 3, 2023 May 24, 2024	July 24, 2023 June 12, 2024	July 10, 2023 June 24, 2024	July 1, 2023 June 30, 2024	August 1, 2023 May 24, 2024
5/28/23- 6/24/23	7/10/2023	7/31/2023	0	0	0		0	19	0
6/25/23 - 7/29/23	8/10/2023	8/31/2023	0	0	0	5	15	24	0
7/30/23 - 8/26/23	9/10/2023	9/29/2023	19	17	17	20	20	20	19
8/27/23 - 9/30/23	10/10/2023	10/31/2023	24	24	24	24	24	24	24
10/1/23 - 10/28/23	11/10/2023	11/30/2023	18	18	18	18	18	20	18
10/29/23-11/25/23	12/10/2023	12/29/2023	14	14	14	14	14	17	14
11/26/23 - 12/30/23	1/10/2024	1/31/2024	15	15	15	15	15	20	15
12/31/23 - 1/27/24	2/10/2024	2/29/2024	17	17	17	17	17	17	17
1/28/24 - 2/24/24	3/10/2024	3/29/2024	17	17	17	17	17	18	17
2/25/24 -3 /30/24	4/10/2024	4/30/2024	25	25	25	25	25	25	25
3/31/24 - 4/27/24	5/10/2024	5/31/2024	15	15	15	15	15	15	15
4/28/24 - 5/25/24	6/10/2024	6/28/2024	20	20	20	20	20	20	20
5/26/24 - 6/29/24			0			12	20	20	0
			184	182	182	202	220	240	184
			3 Flex						+2 Flex
			187						186

3/28/2023

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