

SERVICE REPORT DATES FOR 2023-2024

★ALL SERVICE REPORTS ARE DUE AT CENTRAL OFFICE BY 10:00 AM★

Below is a schedule of service report dates, dates due at central office, and pay dates. Pay periods run from Sunday through Saturday, with the exception of the first July pay period and last June pay period.

Extra duty service for all employees must be recorded on the time sheet during the pay period the extra duty occurs.

SERVICE REPORTS DATES	DATES DUE – CO	PAY DATE
JULY 1 – JULY 8	JULY 10	JULY 14
JULY 9 – JULY 22	JULY 24	JULY 28
JULY 23 – AUGUST 5	AUGUST 7	AUGUST 15
AUGUST 6 – AUGUST 19	AUGUST 21	AUGUST 30
AUGUST 20 – SEPTEMBER 2	SEPTEMBER 5	SEPTEMBER 15
SEPTEMBER 3 – SEPTEMBER 16	SEPTEMBER 18	SEPTEMBER 29
SEPTEMBER 17 – SEPTEMBER 30	OCTOBER 2	OCTOBER 13
OCTOBER 1 – OCTOBER 14	OCTOBER 16	OCTOBER 30
OCTOBER 15 – OCTOBER 28	OCTOBER 30	NOVEMBER 15
OCTOBER 29– NOVEMBER 18	NOVEMBER 20	NOVEMBER 30
NOVEMBER 19 – DECEMBER 2	DECEMBER 4	DECEMBER 15
DECEMBER 3 – DECEMBER 16	DECEMBER 18	DECEMBER 29
DECEMBER 17 – DECEMBER 30	JANUARY 2	JANUARY 12
DECEMBER 31 – JANUARY 13	JANUARY 16	JANUARY 30
JANUARY 14 – JANUARY 27	JANUARY 29	FEBRUARY 15
JANUARY 28 – FEBRUARY 10	FEBRUARY 12	FEBRUARY 29
FEBRUARY 11 – FEBRUARY 24	FEBRUARY 26	MARCH 15
FEBRUARY 25 – MARCH 9	MARCH 11	MARCH 29
MARCH 10 – MARCH 23	MARCH 25	APRIL 15
MARCH 24 – APRIL 13	APRIL 15	APRIL 30
APRIL 14 – APRIL 27	APRIL 29	MAY 15
APRIL 28 – MAY 11	MAY 13	MAY 30
MAY 12– JUNE 1	JUNE 3	JUNE 14
JUNE 2 – JUNE 30 *record time thru last day of the month	JUNE 19	JUNE 28

***This includes summer school, summer camps, summer workers, and any extra duty before July 1.**

SUMMER CHECKS WILL BE PAID ON JUNE 25 (For July 15) June 26 (For July 30) June 27 (For Aug 15)

****Extra Duty Pay Date – See Supplemental Coaching/Activities Pay Date Schedule**