

**ROSEBURG PUBLIC SCHOOLS**  
**Roseburg, Oregon**

**May 08, 2023**

**2023-2024 PAYROLL**

**CUT-OFF DATES AND PAYDAYS**

Payroll cut-off dates are used to process payroll changes, pay extra hours worked and to post absences for leave balances.

- **PAYROLL CHANGES:** All changes such as direct deposit, tax withholding, and other deductions, including health savings accounts and tax-sheltered annuities **must** be received by the payroll cut-off date to be processed on the month end payroll.
- **EXTRA HOURS:** All supplemental hours, overtime hours, **must** be turned in by the cut-off date to be processed on the monthly payroll.
- **LEAVE:** All leave will be posted through the payroll cut-off date for the current month end payroll.

**Items received after the payroll cut-off date will be processed on a case by case basis.**

Cut Off Date	Payday	Notes:
Monday, July 17, 2023	Monday, July 31, 2023	
Tuesday, August 15, 2023	Thursday, August 31, 2023	
Wednesday, September 13, 2023	Friday, September 29, 2023	
Monday, October 16, 2023	Tuesday, October 31, 2023	
Wednesday, November 15, 2023	Thursday, November 30, 2023	
Monday, December 4, 2023	Friday, December 15, 2023	<b>Early payday due to holiday/vacation</b>
Wednesday, January 17, 2024	Wednesday, January 31, 2024	
Wednesday, February 14, 2024	Thursday, February 29, 2024	
Monday, March 11, 2024	Friday, March 22, 2024	<b>Early payday due to vacation</b>
Wednesday, April 17, 2024	Tuesday, April 30, 2024	
Friday, May 17, 2024	Friday, May 31, 2024	
Thursday, May 30, 2024	Friday, June 7, 2024	<b><u>Licensed Staff only</u></b> - June payment
Wednesday, June 12, 2024	Friday, June 28, 2024	<b>All others</b> receive June payment
		<b>Less than 12 month Employees:</b> Also receive July or July & August payments (depending on payment plan)