

**EAST CENTRAL INDEPENDENT SCHOOL DISTRICT**

**MONTHLY TIME CARDS ONLY**

**2023-2024 DATES FOR ADMINISTRATORS/TEACHERS/PARAPROFESSIONALS**

<u>DUE DATES</u>	<u>PERIOD COVERED</u>	<u>PAY DATES</u>
August 14, 2023	08/05/23 - 08/13/23	September 15, 2023
September 11, 2023	08/14/23 - 09/10/23	October 13, 2023
October 9, 2023	09/11/23 - 10/08/23	November 15, 2023
November 6, 2023	10/09/23 - 11/05/23	December 15, 2023
December 11, 2023	11/06/23 - 12/10/23	January 12, 2024
January 8, 2024	12/11/23 - 01/07/24	February 15, 2024
February 12, 2024	01/08/24 - 02/11/24	March 15, 2024
March 18, 2024	02/12/24 - 03/10/24	April 15, 2024
April 8, 2024	03/11/24 - 04/07/24	May 15, 2024
May 6, 2024	04/08/24 - 05/05/24	June 14, 2024
June 10, 2024	05/06/24 - 06/09/24	July 15, 2024
** August 1, 2024	06/10/24 - 07/31/24	August 15, 2024

\*\* All time cards that must be paid with 2023-2024 funds need to be submitted to Payroll no later than 08/01/2024

**The above listing for "Period Covered" is only for Extra Duty Monthly Time Cards. The monthly time cards are for Administrators (if approved by Admin Council), Teachers and Paraprofessionals only.**

**The "Period Covered" dates do not pertain to the Pay Period Covered, Leave or Absence Deductions on your Paycheck.**

Please copy this list of close-out dates for all staff submitting a time card. Time cards need to be submitted in a timely manner. If time cards are received after due dates, payment may be delayed for one month.