



2023-2024 Payroll Periods & Pay dates

**Payroll Reporting Period
(Time clock, Absences, Additional Pay, Timesheets, etc)**

<u>Start Date</u>	<u>End Date</u>	<u>Pay Date</u>
JULY 10	AUGUST 13	AUGUST 31
AUGUST 14	SEPTEMBER 10	SEPTEMBER 29
SEPTEMBER 11	OCTOBER 8	OCTOBER 31
OCTOBER 9	NOVEMBER 12	NOVEMBER 30
NOVEMBER 13	DECEMBER 10	DECEMBER 29
DECEMBER 11	JANUARY 7	JANUARY 31
JANUARY 8	FEBRUARY 11	FEBRUARY 29
FEBRUARY 12	MARCH 10	MARCH 29
MARCH 11	APRIL 7	APRIL 30
APRIL 8	MAY 12	MAY 30
MAY 13	JUNE 9	JUNE 27
JUNE 10	JULY 7	JULY 31

Pay dates are always the last WORKING day of each month

- A “work week” begins on Monday and ends on Sunday, (District employees work M-F)
- Payroll periods begin on Monday and end on Sunday
- **ALL** additional time worked, overtime, and absences are recorded in payroll and paid using this pay schedule. **Salaries are calculated on a 12 month pay cycle and are not subject to this pay schedule.**
 - *Example:* Cum day taken between, October 9th – November 12th will post on the November 30th payroll.
 - *Example:* Any additional time or overtime worked between, October 9^h – November 12th will post on the November 30th payroll.
- **ALL payroll or items relating to payroll must be submitted to the Payroll Department by end of business on the 15TH of EVERY MONTH**
 - *IF* the 15th falls on a weekend, then the deadline is end of business on the Friday or (working day) before.