

EASTERN SUFFOLK BOCES  
 201 Sunrise Highway  
 Patchogue, NY 11772  
**2023-2024 Payroll Dates**  
**Timesheet\* Submission Schedule**

\*Timesheets for substitutes, overtime, adult education instructors, per-diem staff, etc.

<b>Timesheet Schedule</b>			
Work Period for Timesheets	Due Date in Payroll Office Electronic Supervisor Approval Due Date	Payroll Date	Note
06/15 to 06/22	6/26/2023	<b>07/07/23</b>	<b>A, G</b>
*****	*****	<b>07/20/23</b>	<b>I</b>
06/23 to 07/10	7/10/2023	<b>07/21/23</b>	<b>B1, B2</b>
07/11 to 07/20	7/24/2023	<b>08/04/23</b>	
07/21 to 08/03	8/7/2023	<b>08/18/23</b>	
08/04 to 08/17	8/21/2023	<b>09/01/23</b>	
08/18 to 08/30	9/1/2023	<b>09/15/23</b>	<b>C</b>
08/31 to 9/13	9/15/2023	<b>09/29/23</b>	<b>F, T</b>
09/14 to 09/27	9/29/2023	<b>10/13/23</b>	
09/28 to 10/12	10/16/2023	<b>10/27/23</b>	
10/13 to 10/25	10/27/2023	<b>11/09/23</b>	<b>H</b>
10/26 to 11/7	11/9/2023	<b>11/22/23</b>	<b>H</b>
11/8 to 11/23	11/27/2023	<b>12/08/23</b>	<b>T</b>
11/24 to 12/7	12/11/2023	<b>12/22/23</b>	
12/8 to 12/19	12/21/2023	<b>01/05/24</b>	
12/20 to 1/3	1/5/2024	<b>01/19/24</b>	
1/4 to 1/18	1/22/2024	<b>02/02/24</b>	
1/19 to 2/1	2/5/2024	<b>02/16/24</b>	
2/2 to 2/14	2/16/2024	<b>03/01/24</b>	
2/15 to 2/29	3/4/2024	<b>03/15/24</b>	
3/1 to 3/13	3/15/2024	<b>03/28/24</b>	<b>G, H, T</b>
3/14 to 3/27	4/1/2024	<b>04/12/24</b>	
3/28 to 4/11	4/15/2024	<b>04/26/24</b>	
4/12 to 4/25	4/29/2024	<b>05/10/24</b>	
4/26 to 5/9	5/13/2024	<b>05/24/24</b>	
5/10 to 5/22	5/24/2024	<b>06/07/24</b>	
5/23 to 6/6	6/10/2024	<b>06/21/24</b>	<b>T</b>
*****	*****	<b>06/26/24</b>	<b>D, G</b>
6/7 to 6/13	6/17/2024	<b>06/28/24</b>	<b>E, G</b>

- A First payroll for 12 M staff (5 DAY PAY)
- B1 First regular biweekly for 12 month staff
- B2 First summer school payroll
- C First payroll for 10 M instructional staff
- D Final payroll for 10 M instructional staff
- E Final payroll 12 M staff (5 DAY PAY)
- F Deductions for 403b and 457 plans will occur

- G Deductions for 403b and 457 plans will not occur
- H Pay date due to school/office closing schedule
- I Sell Back
- T Taxable Fringe Benefits

**\*Timesheets should be entered by the employee in WinCapWeb at the completion of their work shift in accordance with this schedule.**