

Pay Date	Hrly Employees Pay Period	Exempt Employees Paid	Pay Date Extra Duty	Pay Period	Payroll forms (direct deposit / W4's) Due to the Payroll Office By:	Pay Sheets Due to the Payroll Office By:
6/30/2023	6/1-6/15/23	Pay Date 7/3/2023 July Pay Group only	**	**	6/15/2023	**
7/7/2023	June Summer School; Sick Leave over 90 days	June Summer School; Sick Leave over 90 days	**	**	6/15/2023	6/27/2023
7/14/2023	6/16-6/30/23	July Pay Group only	7/15/2023	June '23	6/30/2023	7/3/2023
8/1/2023	7/1-7/15/23	July & Aug Pay Groups only	**	**	7/15/2023	**
8/15/2023	7/16-7/31/2023	July & Aug Pay Groups only	8/15/2023	July '23	7/31/2023	8/3/2023
9/1/2023	8/1-8/15/23	All Exempt Staff	**		8/15/2023	**
9/15/2023	8/16-8/31/23	All Exempt Staff	9/15/2023	Aug '23	8/31/2023	9/5/2023
9/29/2023	9/1-9/15/23	All Exempt Staff	**		9/15/2023	**
10/13/2023	9/16-9/30/23	All Exempt Staff	10/15/2023	Sept '23	9/28/2023	10/3/2023
11/1/2023	10/1-10/15/23	All Exempt Staff	**		10/15/2023	**
11/15/2023	10/16-10/31/23	All Exempt Staff	11/15/2023	Oct '23	10/31/2023	11/3/2023
12/1/2023	11/1-11/15/23	All Exempt Staff	**		11/15/2023	**
12/15/2023	11/16-11/30/23	All Exempt Staff	12/15/2023	Nov '23	11/30/2023	12/4/2023
12/29/2023	12/1-12/15/23	All Exempt Staff	**		11/30/2023	**
1/12/2024	12/16-12/31/23	All Exempt Staff	1/15/2024	Dec '23	11/30/2023	1/3/2024
2/1/2024	1/1-1/15/24	All Exempt Staff	**		1/15/2024	**
2/15/2024	1/16-1/31/24	All Exempt Staff	2/15/2024	Jan '23	1/31/2024	2/5/2024
3/1/2024	2/1-2/15/24	All Exempt Staff	**		2/15/2024	**
3/15/2024	2/16-2/28/24	All Exempt Staff	3/15/2024	Feb '23	2/26/2024	3/4/2024
4/1/2024	3/1-3/15/24	All Exempt Staff	**		3/15/2024	**
4/15/2024	3/16-3/31/24	All Exempt Staff	4/15/2024	Mar '23	3/31/2024	4/3/2024
5/1/2024	4/1-4/15/24	All Exempt Staff	**		4/15/2024	**
5/15/2024	4/16-4/30/24	All Exempt Staff	5/15/2024	Apr '23	4/30/2024	5/3/2024
5/31/2024	5/1-5/15/24	All Exempt Staff	**		5/15/2024	**
6/14/2024	5/16-5/31/24	All Exempt Staff	6/15/2024	May '23	5/31/2024	6/3/2024
Summer Payroll	N/A	June 4 July 1st	**	**	5/31/2024	**
Summer Payroll	N/A	June 4 July 15th	**	**	5/31/2024	**
Summer Payroll	N/A	June 4 Aug 1st	**	**	5/31/2024	**
Summer Payroll	N/A	June 4 Aug 15th	**	**	5/31/2024	**

Timeclock approvals are due by **10am EVERY TUESDAY** for the previous week (Sunday-Saturday)

"Extra Duty" is all work that is not part of your primary job duties, including but not limited to: Event work, tutoring, homebound, PD, training, etc.

Payroll forms consist of W4's, bank information, retirement changes, name changes, etc.

Pay Sheets are any extra duty time that is not tracked through the time clock. Pay Sheets require both employee and supervisor signatures at time of submission. Must also included dates, time work was performed, and description of type of work