



**RICHMOND PUBLIC SCHOOLS
DEPARTMENT OF FINANCE**

**DISTRICT WIDE PAYROLL PROCESSING SCHEDULE
SCHOOL YEAR 2023 - 2024**

PayDay	Run Type	Calc Day	TIMEKEEPERS DEADLINE for TSSI & Web Time Stipend Pay Requests and Supplemental Timesheets	PayDay	Run Type	Calc Day	TIMEKEEPERS DEADLINE for TSSI & Web Time Stipend Pay Requests and Supplemental Timesheets
7/13/2023	Spread Pay	7/5/2023		1/12/2024	Regular	1/9/2024	1/5/2024
7/13/2023	Regular	7/6/2023	7/3/2023	1/22/2024	Supplemental & Stipend Pay	1/17/2024	1/12/2024
7/20/2023	Supplemental & Stipend Pay	7/18/2023	7/12/2023	1/31/2024	Regular	1/25/2024	1/16/2024
7/31/2023	Spread Pay	7/24/2023					
7/31/2023	Regular	7/25/2023	7/17/2023	2/6/2024	Supplemental	2/2/2024	1/30/2024
				2/15/2024	Regular	2/9/2024	2/1/2024
8/7/2023	Supplemental	8/3/2023	7/31/2023	2/22/2024	Supplemental & Stipend Pay	2/20/2024	2/14/2024
8/15/2023	Spread Pay	8/8/2023		2/29/2024	Regular	2/23/2024	2/16/2024
8/15/2023	Regular	8/9/2023	8/1/2023				
8/21/2023	Supplemental & Stipend Pay	8/17/2023	8/11/2023	3/8/2024	Supplemental	3/5/2024	2/28/2024
8/31/2023	Spread Pay	8/24/2023		3/15/2024	Regular	3/11/2024	3/1/2024
8/31/2023	Regular	8/25/2023	8/16/2023	3/22/2024	Supplemental & Stipend Pay	3/20/2024	3/14/2024
				3/29/2024	Regular	3/25/2024	3/18/2024
9/8/2023	Supplemental	9/6/2023	8/30/2023				
9/15/2023	Regular	9/11/2023	9/5/2023	4/4/2024	Supplemental	4/2/2024	3/28/2024
9/21/2023	Supplemental & Stipend Pay	9/19/2023	9/14/2023	4/15/2024	Regular	4/8/2024	3/29/2024*
9/29/2023	Regular	9/22/2023	9/18/2023	4/22/2024	Supplemental & Stipend Pay	4/18/2024	4/15/2024
				4/30/2024	Regular	4/24/2024	4/16/2024
10/6/2023	Supplemental	10/4/2023	9/28/2023				
10/13/2023	Regular	10/9/2023	10/2/2023	5/7/2024	Supplemental	5/3/2024	4/29/2024
10/20/2023	Supplemental & Stipend Pay	10/18/2023	10/12/2023	5/15/2024	Regular	5/9/2024	5/1/2024
10/31/2023	Regular	10/25/2023	10/16/2023	5/22/2024	Supplemental & Stipend Pay	5/20/2024	5/13/2024
				5/31/2024	Regular	5/24/2024	5/16/2024
11/6/2023	Supplemental	11/2/2023	10/30/2023				
11/15/2023	Regular	11/9/2023	11/1/2023	6/6/2024	Supplemental	6/4/2024	5/30/2024
11/30/2021	Regular	11/20/2023	11/16/2023	6/13/2024	Regular	6/6/2024	6/3/2024
				6/20/2024	Supplemental & Stipend Pay	6/17/2024	6/12/2024
12/11/2023	Regular	12/5/2023	12/1/2023	6/27/2024	Regular	6/20/2024	6/17/2024
12/21/2023	Regular*	12/15/2023	12/11/2023*				
12/22/2023	Supplemental	12/21/2023	12/19/2023				

* - Denotes early cutoff
December paydates have been accelerated due to winter break