

WHEN IS PAYDAY? 2023-2024

END-OF-MONTH PAYROLL

Regular monthly base salary payroll for contracted Tamalpais High School USD employees

SUPPLEMENTAL MID-MONTH PAYROLL

Supplemental monthly payroll for all substitutes, At-Will employees (uncontracted), plus overtime, extra hours, stipends for contracted employees and additional FTE assignments.

Month Worked	Pay Date	Month Worked	Timesheet Due Dates**	Pay Date
July	July 31 st , 2023	July	August 4 th , 2023 12:00 pm	August 10 th , 2023
August	August 31 st , 2023	August	September 1 st , 2023	September 8 th , 2023
September	September 29 th , 2023	September	October 3 rd , 2023	October 10 th , 2023
October	October 31 st , 2023	October	November 3 rd , 2023 12:00 pm	November 9 th , 2023
November	November 30 th , 2023	November	December 4 th , 2023 12:00 pm	December 8 th , 2023
December	December 22 nd , 2023	December	January 3 rd , 2024	January 10 th , 2024
January	January 31 st , 2024	January	February 2 nd , 2024	February 9 th , 2024
February	February 29 th , 2024	February	March 4 th , 2024 12:00 pm	March 8 th , 2024
March	March 29 th , 2024	March	April 3 rd , 2024	April 10 th , 2024
April	April 30 th , 2024	April	May 3 rd , 2024	May 10 th , 2024
May	May 31 st , 2024	May	June 4 th , 2024 12:00 pm	June 10 th , 2024
June	June 26 th , 2024	June	July 3 rd , 2023	July 10 th , 2024
June NPD*	June 27 th , 2024			

COACH PAYMENT SCHEDULE →

Please refer to the Coach Stipend sheet for stipend amounts.

SEASON	PAID ON
FALL (Aug – Nov)	November Mid-Month
WINTER (Nov – Feb)	February Mid-Month
SPRING (Feb- May)	May Mid-Month
PRE-SEASON	Mid-Month following the end of Season

PAYROLL DELIVERY:

All paychecks/paystubs are mailed to the mailing addresses on file for each employee. Employees with direct deposit will need to log on to ESS (Employee Self Service) to access their pay stubs.

*TEACHERS/COUNSELORS ONLY:

"NPD" means Net Pay Deferral; the amount of net pay being held for next June to give the EOM11S employees 12 total checks for the year. NPD is mandatory for all Teachers/Counselors who start at the beginning of the school year. Late hires do not participate in the NPD payment schedule.

****Time sheets** should be turned in no later than 3:00 pm on the day listed unless noted differently above. We encourage all sites/departments to submit timesheets to payroll as soon as work is completed and the timesheet has been approved.

Employees need to submit their timesheets to their site no later than the last day of the month to provide the site enough time for processing.