

**SUBSTITUTES:
PLEASE REFER TO THIS SHEET TO DETERMINE WHEN YOU WILL BE PAID FOR WORKING**

PAYROLL PERIODS

School Year 2023 - 2024

PAYROLL PERIOD	DATES (Inclusive) Beginning & Ending	TEACHER	CNP	BUS DRIVERS	AIDES	PAYROLL DUE DATES
Sept.	July 31- Sept. 1	24	24	21	21	Sept. 6
Oct.	Sept. 4 -Sept. 29	19	19	19	19	Oct. 4
Nov.	Oct. 2 - Nov. 3	24	24	24	24	Nov.8
Dec.	Nov. 6 - Dec. 1	14	14	14	14	Dec. 6
Jan.	Dec. 4 - Jan. 5	13	12	12	12	Jan.10
Feb.	Jan. 8 - Feb. 2	19	19	19	19	Feb. 7
Mar.	Feb. 5- Mar. 1	20	19	19	19	Mar. 6
Apr.	Mar. 4- Apr. 5	20	20	20	20	Apr. 10
May	Apr. 8 - May 3	19	19	19	19	May 8
June	May 6 - May 31	15	15	15	15	Jun. 5
July	June 3 - July 5					Jul. 10
Aug.	July 8 - The last Friday before 2024-2025 year begins					2 days after pay period closes
		187	185	182	182	

Regular Full Time Employees: Please refer to these dates for absences purposes ONLY. They do not reflect how you are paid. This only reflects how subs are paid.

Direct deposits are issued on the last working day of each month.

SECRETARIES - REMEMBER THAT PAYROLLS MUST BE RECEIVED IN THE BUSINESS OFFICE ON THE DUE DATES LISTED ABOVE. FEEL FREE TO TURN IN ANY COMPLETED PAYROLL BEFORE DUE DATE.