

**SARATOGA UNION SCHOOL DISTRICT**  
**2023 - 2024 TIME SHEET & PAY DAY SCHEDULE**

PAY PERIOD		PAY DAY
FROM	TO	
8/17/2023	9/1/2023	9/29/2023
9/4/2023	9/29/2023	10/31/2023
10/2/2023	10/27/2023	11/30/2023
10/30/2023	11/24/2023	12/21/2023
11/27/2023	12/22/2023	1/31/2024
1/8/2024	2/2/2024	2/29/2024
2/5/2024	3/8/2024	3/29/2024
3/11/2024	4/5/2024	4/30/2024
4/15/2024	5/10/2024	5/31/2024
5/13/2024	6/7/2024	6/28/2024

**Pay Checks and direct Deposit:**

Pay checks are available at the District Office on pay day between 9:00 am and 1:30 pm. Checks not picked up by 1:30 pm will be mailed that day. Checks can be held until 4:00 pm on pay day by calling the Business Office at 408-867-3424 x518.

**Payroll Questions:**

Contact the Business Office at 408-867-3424 x518