

Duplin County Schools
Payroll Schedule 2023-2024
Summary of Important Dates and Deadlines by Pay Group

Pay Period	Pay Date	Date Range in Pay Period	# of Days Paid	Absence Date Range and Timesheet Date Range	Payroll (Submit) Reports Due by 5 pm	Staff Actions Due to Payroll by 5 pm	Benefit Info Due to Payroll by 5 pm (FMLA, WC, Etc)	PR Complete Date (5:00 pm)
<i>Pay Groups: #01 & #06 10 mo - (ALL 10-month PRE PAID staff excluding Early College plus hourly employees)</i>								
1	JULY 31	District Flexible Learning	21.5	JUNE 12 - JULY 7	JULY 10	JULY 11	JULY 19	JULY 24
2	AUG 31	AUG 14 - SEPT 12 NOON	21.5	JULY 10 - AUG 11	AUG 14	AUG 15	AUG 21	AUG 24
3	SEPT 29	SEPT 12 NOON - OCT 11	21.5	AUG 14 - SEP 8	SEPT 11	SEPT 12	SEPT 19	SEPT 22
4	OCT 31	OCT 12 - NOV 10 NOON	21.5	SEP 11 - OCT 6	OCT 9	OCT 10	OCT 19	OCT 24
5	NOV 21	NOV 10 NOON - DEC 11	21.5	OCT 9 - OCT 27	OCT 30	OCT 31	NOV 8	NOV 14
6	DEC 15	DEC 12 - JAN 10 NOON	21.5	OCT 30 - NOV 24	NOV 27	NOV 28	DEC 5	DEC 8
7	JAN 31	JAN 10 NOON - FEB 8	21.5	NOV 27 - JAN 5	JAN 8	JAN 9	JAN 19	JAN 24
8	FEB 29	FEB 9 - MAR 11 NOON	21.5	JAN 8 - FEB 2	FEB 5	FEB 6	FEB 19	FEB 22
9	MAR 28	MAR 11 NOON - APRIL 9	21.5	FEB 5 - MAR 8	MAR 11	MAR 12	MAR 18	MAR 21
10	APR 30	APRIL 10 - MAY 9 NOON	21.5	MAR 11 - APR 5	APR 8	APR 9	APR 18	APR 23
11	MAY 31	MAY 9 NOON - JUNE 7	21.5	APR 8 - MAY 3 EST THRU JUNE 7	MAY 6	MAY 7	MAY 20	MAY 23
12	JUNE 14	*Sub Pay Only*		MAY 6 - JUNE 7	JUNE 3	JUNE 4	JUNE 4	JUNE 7
<i>Pay Groups: #02, #30,#22, #88 & #91 - 11 and 12-month employees</i>								
1	JULY 31	JULY 1 - JULY 31	21	JUNE 12 - JULY 7	JULY 10	JULY 11	JULY 19	JULY 24
2	AUG 31	AUG 1 - AUG 31	23	JULY 10 - AUG 11	AUG 14	AUG 15	AUG 21	AUG 24
3	SEPT 29	SEPT 1 - SEPT 30	21	AUG 14 - SEP 8	SEPT 11	SEPT 12	SEPT 19	SEPT 22
4	OCT 31	OCT 1 - OCT 31	22	SEP 11 - OCT 6	OCT 9	OCT 10	OCT 19	OCT 24
5	NOV 21	NOV 1 - NOV 30	22	OCT 9 - OCT 27	OCT 30	OCT 31	NOV 8	NOV 14
6	DEC 15	DEC 1 - DEC 31	21	OCT 30 - NOV 24	NOV 27	NOV 28	DEC 5	DEC 8
7	JAN 31	JAN 1 - JAN 31	23	NOV 27 - JAN 5	JAN 8	JAN 9	JAN 19	JAN 24
8	FEB 29	FEB 1 - FEB 29	21	JAN 8 - FEB 2	FEB 5	FEB 6	FEB 19	FEB 22
9	MAR 28	MARCH 1 - MARCH 31	21	FEB 5 - MAR 8	MAR 11	MAR 12	MAR 18	MAR 21
10	APR 30	APRIL 1 - APRIL 30	22	MAR 11 - APR 5	APR 8	APR 9	APR 18	APR 23
11	MAY 31	MAY 1 - MAY 31	23	APR 8 - MAY 3 EST THRU JUNE 7	MAY 6	MAY 7	MAY 20	MAY 23
12	JUNE 14	JUNE 1 - JUNE 30	21	MAY 6 - JUNE 7	JUNE 3	JUNE 4	JUNE 4	JUNE 7
<i>Pay Groups: #03 10 mo - Duplin Early College (All 10-month staff)</i>								
1	JULY 31	District Flexible Learning		JUNE 12 - JULY 7	JULY 10	JULY 11	JULY 19	JULY 24
2	AUG 31	AUG 2 - AUG 31 NOON	21.5	JULY 10 - AUG 11	AUG 14	AUG 15	AUG 21	AUG 24
3	SEPT 29	AUG 31 NOON - SEPT 29	21.5	AUG 14 - SEP 8	SEPT 11	SEPT 12	SEPT 19	SEPT 22
4	OCT 31	OCT 2 - OCT 31 NOON	21.5	SEP 11 - OCT 6	OCT 9	OCT 10	OCT 19	OCT 24
5	NOV 21	OCT 31 NOON - NOV 29	21.5	OCT 9 - OCT 27	OCT 30	OCT 31	NOV 8	NOV 14
6	DEC 15	NOV 30 - DEC 29 NOON	21.5	OCT 30 - NOV 24	NOV 27	NOV 28	DEC 5	DEC 8
7	JAN 31	DEC 29 NOON - JAN 29	21.5	NOV 27 - JAN 5	JAN 8	JAN 9	JAN 19	JAN 24
8	FEB 29	JAN 30 - FEB 28 NOON	21.5	JAN 8 - FEB 2	FEB 5	FEB 6	FEB 19	FEB 22
9	MAR 28	FEB 28 NOON - MAR 28	21.5	FEB 5 - MAR 8	MAR 11	MAR 12	MAR 18	MAR 21
10	APR 30	MAR 29 - APR 29 NOON	21.5	MAR 11 - APR 5	APR 8	APR 9	APR 18	APR 23
11	MAY 31	APR 29 NOON - MAY 28	21.5	APR 8 - MAY 3 EST THRU JUNE 7	MAY 6	MAY 7	MAY 20	MAY 23
12	JUNE 14	*Sub Pay Only*		MAY 6 - JUNE 7	JUNE 3	JUNE 4	JUNE 4	JUNE 7
<i>Pay Groups: #04 - Hourly employees</i>								
2	AUG 31	JULY 10 - AUG 11	25	JULY 10 - AUG 11	AUG 14	AUG 15	AUG 21	AUG 24
3	SEPT 29	AUG 14 - SEP 8	20	AUG 14 - SEP 8	SEPT 11	SEPT 12	SEPT 19	SEPT 22
4	OCT 31	SEP 11 - OCT 6	20	SEP 11 - OCT 6	OCT 9	OCT 10	OCT 19	OCT 24
5	NOV 21	OCT 9 - OCT 27	15	OCT 9 - OCT 27	OCT 30	OCT 31	NOV 8	NOV 14
6	DEC 15	OCT 30 - NOV 24	20	OCT 30 - NOV 24	NOV 27	NOV 28	DEC 5	DEC 8
7	JAN 31	NOV 27 - JAN 5	30	NOV 27 - JAN 5	JAN 8	JAN 9	JAN 19	JAN 24
8	FEB 29	JAN 8 - FEB 2	20	JAN 8 - FEB 2	FEB 5	FEB 6	FEB 19	FEB 22
9	MAR 28	FEB 5 - MAR 8	25	FEB 5 - MAR 8	MAR 11	MAR 12	MAR 18	MAR 21
10	APR 30	MAR 11 - APR 5	20	MAR 11 - APR 5	APR 8	APR 9	APR 18	APR 23
11	MAY 31	APR 8 - MAY 3	20	APR 8 - MAY 3 EST THRU JUNE 7	MAY 6	MAY 7	MAY 20	MAY 23
12	JUNE 14	MAY 6 - JUNE 7	25	MAY 6 - JUNE 7	JUNE 3	JUNE 4	JUNE 4	JUNE 7