

2023-2024 PAY PERIODS

21 Pay Teachers

*12 month Teachers = Sept 1, 2023 to August 31, 2024 (27 Payrolls)

**Paras, Cooks, 210 Sec, Int Spec & Subs = Sept 15, 2023 to June 7, 2024

***Year around employees are July 1 to June 30 each year.

****Pay Requests due by Noon on these Wednesdays

Blue squares are pay dates.

Purple identifies everyother pay period.

JULY 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

First day of school

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

last day of school

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Payroll notes on the back of this page.

The School District of Onalaska uses a bi-weekly payroll process.

A pay week is Sunday through Monday. Pay periods are identified by corresponding purple and white blocks on the calendar.

Payday will be every other week on Friday (unless Friday is a Federal Reserve Bank Holiday then payroll will be on Thursday) identified by the blue squares on the calendar.

Hourly staff and Subs are paid the second Friday after the pay period is complete. See blue squares for pay dates on the calendar.

TEACHERS

Teachers who elected to be paid over 12 months will be paid their contracted amount in 27 equal contract installments beginning September 1, 2023 and ending August 31, 2024. (27 Payrolls)

All other Teachers will be paid their contracted amount over 10 months, 21 paychecks beginning September 1, 2023 and ending on June 7, 2024.

ADMIN GROUPS

Contracted Administrators, Directors and Mid Level Managers will have their contracted amount paid in 26 equal installments beginning on July 7, 2023 and ending June 21, 2024.

PARAS, COOKS, 210 SEC, INT SPEC, SUPPORT STAFF & SUBS

All regular hourly employees shall submit their timesheets weekly.

All hourly employees will receive paychecks for hours worked within the dates listed for that paycheck.

NOTES FOR ALL EMPLOYEES

If an above listed employee would have an approved unpaid day, that day will be docked from the next check.

The monthly employee deduction for insurance will be divided between two paychecks, so the amounts from the two checks will equal the monthly employee portion.

Insurance premiums will not be taken out on the third paycheck of any given month unless to make necessary adjustments.