



District Offices Building

TO: All Custodians, Engineers, Groundsmen, and Warehousemen

FROM: Katie Allen, Lead Payroll Technician

DATE: 2023-2024 School Year

RE: Time Frame for Completing Time Cards

Time cards should be completed through the dates shown on the schedule below.

You will receive a new time card with each check on the 15th and the last business day of each month.

DATES FOR COMPLETION OF TIME CARDS

2023	Days	Date Due	2024	Days	Date Due
Jun 23 - Jul 7	11	July 10	Dec 22 - Jan 5	11	Jan 8
Jul 8 - Jul 21	10	July 24	Jan 6 - Jan 22	11	Jan 23
Jul 22 - Aug 7	11	Aug 8	Jan 23 - Feb 6	11	Feb 7
Aug 8 - Aug 22	11	Aug 23	Feb 7 - Feb 21	11	Feb 22
Aug 23 - Sep 6	11	Sept 7	Feb 22 - Mar 7	11	Mar 8
Sep 7 - Sep 20	10	Sept 21	Mar 8 - Mar 21	10	Mar 22
Sep 21 - Oct 5	11	Oct 6	Mar 22 - Apr 5	11	Apr 8
Oct 6 - Oct 20	11	Oct 23	Apr 6 - Apr 20	10	Apr 22
Oct 21 - Nov 6	11	Nov 7	Apr 21 - May 6	11	May 7
Nov 7 - Nov 21	11	Nov 21	May 7 - May 21	11	May 22
Nov 22 - Dec 6	11	Dec 7	May 22 - Jun 5	11	Jun 6
Dec 7 - Dec 21	11	Dec 22	Jun 6 - Jun 20	11	Jun 20