



## 2022-2023 PAY SCHEDULE

Pay Schedule	Pay Date	Due to Payroll (no later than morning of)
16 <sup>th</sup> -30 <sup>th</sup> June	7/15/2022	7/7/2022 <small>due to holiday</small>
1 <sup>st</sup> -15 <sup>th</sup> July	7/29/2022	7/21/2022
16 <sup>th</sup> -30 <sup>th</sup> July	8/15/2022	8/5/2022
31 <sup>st</sup> -15 <sup>th</sup> Aug	8/30/2022	8/19/2022
16 <sup>th</sup> -30 <sup>th</sup> Aug	9/15/2022	9/7/2022
31 <sup>st</sup> -15 <sup>th</sup> Sept	9/30/2022	9/22/2022
16 <sup>th</sup> -30 <sup>th</sup> Sept	10/14/2022	10/5/2022 <small>due to holiday</small>
1 <sup>st</sup> -15 <sup>th</sup> Oct	10/28/2022	10/20/2022
16 <sup>th</sup> -30 <sup>th</sup> Oct	11/15/2022	11/4/2022 <small>due to holiday</small>
31 <sup>st</sup> -15 <sup>th</sup> Nov	11/30/2022	11/18/2022 <small>due to holiday</small>
16 <sup>th</sup> -30 <sup>th</sup> Nov	12/15/2022	12/7/2022
1 <sup>st</sup> -15 <sup>th</sup> Dec	12/30/2022	12/21/2022 <small>due to holiday/break</small>
16 <sup>th</sup> -30 <sup>th</sup> Dec	1/13/2023	1/4/2023
31 <sup>st</sup> -15 <sup>th</sup> Jan	1/30/2023	1/20/2023
16 <sup>th</sup> -30 <sup>th</sup> Jan	2/15/2023	2/7/2023
31 <sup>st</sup> -15 <sup>th</sup> Feb	2/28/2023	2/17/2023 <small>due to holiday/break</small>
16 <sup>th</sup> -28 <sup>th</sup> Feb	3/15/2023	3/7/2023
1 <sup>st</sup> -15 <sup>th</sup> March	3/30/2023	3/22/2023
16 <sup>th</sup> -30 <sup>th</sup> March	4/14/2023	4/5/2023 <small>this is the week of break/holiday so please turn in early</small>
31 <sup>st</sup> -15 <sup>th</sup> April	4/28/2023	4/20/2023
16 <sup>th</sup> -30 <sup>th</sup> April	5/15/2023	5/5/2023
1 <sup>st</sup> -15 <sup>th</sup> May	5/30/2023	5/19/2023
16 <sup>th</sup> -30 <sup>th</sup> May	6/15/2023	6/7/2023
31 <sup>st</sup> -15 <sup>th</sup> June	6/30/2023	6/22/2023
16 <sup>th</sup> -30 <sup>th</sup> June	7/14/2023	7/5/2023 <small>due to holiday</small>

**\*all dates are subject to change**

When timesheets are submitted, only time actually worked may be claimed. Timesheets are not to be made out for advance worked or for duty free lunch periods. Timesheets should be filled out daily and submitted to Maria Brown in the Business Office when completed including supervisor's signature.

**\*\*Remember every pay day is the day you should turn in your time sheets\*\***