



2023-2024 PAY SCHEDULE

Due to holiday or break

Timesheet	Pay Date	Paper Timesheets/Approvals for Payroll (no later than morning of)
16 th -30 th June	7/14/2023	7/7/2023
31 st -15 th July	7/28/2023	7/20/2023
16 th -30 th July	8/15/2023	8/7/2023
31 st -15 th Aug	8/30/2023	8/22/2023
16 th -30 th Aug	9/15/2023	9/7/2023
31 st -15 th Sept	9/29/2023	9/21/2023
16 th -30 th Sept	10/13/2023	*10/5/2023
31 st -15 th Oct	10/30/2023	10/20/2023
16 th -30 th Oct	11/15/2023	11/7/2023
31 st -15 th Nov	11/30/2023	*11/17/2023
16 th -30 th Nov	12/15/2023	12/7/2023
31 st -15 th Dec	12/29/2023	*12/20/2023
16 th -30 th Dec	1/12/2024	*1/4/2024
31 st -15 th Jan	1/30/2024	1/19/2024
16 th -30 th Jan	2/15/2024	2/7/2024
31 st -15 th Feb	2/29/2024	*2/16/2024
16 th -30 th Feb	3/15/2024	3/8/2024
31 st -15 th March	3/29/2024	*3/20/2024
16 th -30 th March	4/15/2024	4/7/2024
31 st -15 th April	4/30/2024	*4/18/2024
16 th -30 th April	5/15/2024	5/5/2024
31 st -15 th May	5/30/2024	*5/17/2024
16 th -30 th May	6/14/2024	6/8/2024
31 st -15 th June	6/28/2024	6/18/2024
16 th -30 th June	7/15/2024	6/28/2024

all dates are subject to change

****Remember every payday is the day you should turn in your time cards****

Electronic timesheets are to be approved weekly or by the end of the pay period. This includes all missed punches and missing time. The dates noted are the final date a timesheet can be submitted for payment to the payroll department for processing. Any timesheets after that date are subject to the discretion of the payroll clerk with time allowed for processing accurately. They may be processed in a future payroll if not received timely. When paper 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.