



Summer 2024 Pay Schedule

Salary Payments

Pay Date
7/15/2024
7/30/2024
8/15/2024
8/30/2024

Hourly Payments

Pay Date	Timesheet Schedule	Timesheet Submitted By
7/30/2024	7/1-7/15/2024	7/19/2024
8/15/2024	7/16-7/30/2024	8/6/2024
8/30/2024	7/30-8/15/2024	8/21/2024
9/13/2024	8/16-8/30/2024	9/4/2024

***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 cards*****