

2023-2024 SCHOOL YEAR PAY SCHEDULE

PAY DAY	PAY PERIOD (TIME WORKED)	TIMESHEET DUE FROM STAFF	SUPERVISOR APPROVAL DUE	PAYROLL LOCK
July 14, 2023	June 16 - June 30	July 5	July 6	July 7
July 28, 2023	July 1 - July 15	July 17	July 18	July 19
August 15, 2023	July 16 - July 31	August 1	August 2	August 3
August 30, 2023	August 1 - August 15	August 16	August 17	August 18
September 15, 2023	August 16 - August 31	September 1	September 5	September 6
September 29, 2023	September 1 - September 15	September 18	September 19	September 20
October 13, 2023	September 16 - September 30	October 2	October 3	October 4
October 30, 2023	October 1 - October 15	October 16	October 17	October 18
November 15, 2023	October 16 - October 31	November 1	November 2	November 3
November 30, 2023	November 1 - November 15	November 16	November 17	November 20
December 15, 2023 (opt out waiver)	November 16 - November 30	December 1	December 4	December 5
December 22, 2023	December 1 - December 15	December 18	December 19	December 20
January 12, 2024	December 16 - December 31	January 2	January 3	January 4
January 30, 2024	January 1 - January 15	January 16	January 17	January 18
February 15, 2024	January 16 - January 31	February 1	February 2	February 5
February 29, 2024	February 1 - February 15	February 16	February 21	February 22

2023-2024 SCHOOL YEAR PAY SCHEDULE

PAY DAY	PAY PERIOD (TIME WORKED)	TIMESHEET DUE FROM STAFF	SUPERVISOR APPROVAL DUE	PAYROLL LOCK
March 15, 2024	February 16 - February 29	March 1	March 4	March 5
March 28, 2024	March 1 - March 15	March 18	March 19	March 20
April 15, 2024	March 16 - March 31	April 1	April 2	April 3
April 30, 2024	April 1 - April 15	April 16	April 17	April 18
May 15, 2024	April 16 - April 30	May 1	May 2	May 3
May 30, 2024	May 1 - May 15	May 16	May 17	May 20
June 14, 2024 (opt out waiver)	May 16 - May 31	June 3	June 4	June 5
June 28, 2024 (clubs, unused sick & vacation)	June 1 - June 15	June 17	June 18	June 19
July 15, 2024	June 16 - June 30	July 1	July 2	July 3
July 30, 2024	July 1 - July 15	July 16	July 17	July 18
August 15, 2024	July 16 - July 31	August 1	August 2	August 5
August 30, 2024	August 1 - August 15	August 16	August 19	August 20