

PAYROLL CUT-OFF DATES 2023-2024 SCHOOL YEAR

TIME SHEET/CLOCK SHOULD INCLUDE THESE DATES	PAYROLL REPORTS DUE TO PAYROLL OFFICE	PAYROLL PAY DATE Last work day of the month	# OF WORK DAYS
MONDAY-SUNDAY	WEDNESDAY		
MAY 29-JULY 2	7/5/2023	7/31/2023	25
JULY 3 - JULY 30	8/2/2023	8/31/2023	18
JULY 31-- AUG 27	8/30/2023	9/29/2023	20
AUG 28 - SEPT 24	9/27/2023	10/31/2023	19
SEPT 25- OCT 22	10/25/2023	11/30/2023	20
OCT 23 - NOV 19	11/29/2023	12/22/2023	20
NOV 20 - DEC 24	1/10/2024	1/31/2024	20
DEC 25- JAN 28	1/31/2024	2/29/2024	14
JAN 29- FEB 25	2/28/2024	3/29/2024	20
FEB 26 - MAR 31	4/3/2024	4/30/2024	20
APR 1 - APR 28	5/1/2024	5/31/2024	20
APR 29 - JUNE 9	6/12/2024	6/28/2024	29
JUNE 10 - JUNE 30	7/3/2024	7/31/2024	15
JUL 1 - JULY 28	7/31/2024	8/30/2024	22

▫ LEAVE MUST BE ENTERED & CHECKED FOR ACCURACY (INCLUDING CORRECT SUBSTITUTE) **DAILY/WEEKLY.**

▫ PAYROLL REPORTS **MUST BE CORRECT BEFORE THEY ARE SUBMITTED** TO THE PAYROLL DEPARTMENT.

▫ **Individual time sheets AND leave forms MUST be submitted by the above dates.**

▫ IF TIME SHEETS & LEAVE FORMS ARE RECEIVED AFTER THE ABOVE PAYROLL DUE DATES, THE EMPLOYEE WILL NOT BE PAID UNTIL THE NEXT PAYROLL.

▫ **EVERY SUBSTITUTE WILL BE PAID ACCORDING TO THE PAYROLL CUT-OFF DATES LISTED ABOVE.**