

Payroll Deadlines

Substitute Employees – Extra Work for Salaried Employees - Stipends

Days worked in this range...	Timesheets due at Central Office by this date	Payroll Date
06.01.2023 - 06.30.2023	06.29.2023*	07.25.2023
07.01.2023 - 07.31.2023	08.07.2023	08.25.2023
08.01.2023 - 08.31.2023	09.05.2023	09.25.2023
09.01.2023 - 09.30.2023	10.05.2023	10.25.2023
10.01.2023 - 10.31.2023	11.06.2023	11.17.2023
11.01.2023 - 11.30.2023	12.05.2023	12.21.2023
12.01.2023 - 12.31.2023	01.05.2024	01.25.2024
01.01.2024 - 01.31.2024	02.05.2024	02.23.2024
02.01.2024 - 02.28.2024	03.05.2024	03.25.2024
03.01.2024 - 03.31.2024	04.08.2024	04.25.2024
04.01.2024 - 04.30.2024	05.06.2024	05.24.2024
05.01.2024 - 05.31.2024	06.05.2024	06.25.2024
06.01.2024 – 06.30.2024	06.27.2024*	07.25.2024

Timeclock for Salaried Employees

Time that falls within this range...	All leave requests and clocked time must be submitted by this date...	OR this check will be docked accordingly for the time unaccounted for
06.01.2023 - 06.30.2023	06.29.2023*	07.25.2023
07.01.2023 - 07.31.2023	08.07.2023	08.25.2023
08.01.2023 - 08.31.2023	09.05.2023	09.25.2023
09.01.2023 - 09.30.2023	10.05.2023	10.25.2023
10.01.2023 - 10.31.2023	11.06.2023	11.17.2023
11.01.2023 - 11.30.2023	12.05.2023	12.21.2023
12.01.2023 - 12.31.2023	01.05.2024	01.25.2024
01.01.2024 - 01.31.2024	02.05.2024	02.23.2024
02.01.2024 - 02.28.2024	03.05.2024	03.25.2024
03.01.2024 - 03.31.2024	04.08.2024	04.25.2024
04.01.2024 - 04.30.2024	05.06.2024	05.24.2024
05.01.2024 - 05.31.2024	06.05.2024	06.25.2024
06.01.2024 – 06.30.2024	06.27.2024*	07.25.2024