

2023-2024 PAYROLL SCHEDULE

| Applies to Additional Work Performed and Paid via Voucher | | | | | | Approved 05/08/23, Updated 03/15/24 | | |
|---|----------------------------------|-----------------------------|--------------------------------|--|--|-------------------------------------|----------|---|
| # of pays for 12 month employees | # of pays for 10 month employees | Voucher Work Performed From | Voucher Work Performed Through | Completed Vouchers due to Supervisors By end of Day on | Completed Vouchers due to Payroll By Noon on | DISTRICT PAY DATES | Key Code | REMARKS |
| | | | | | | 07/07/23 | 1 | Summer Savings Payout # 1 |
| 1 | | 06/16/23 | 06/30/23 | 07/03/23 | 07/05/23 | 07/14/23 | 2 | ESY Program 6 week program (week 1 &2) |
| | | | | | | | 2 | ESY Program 6 week program (week 3&4) |
| 2 | | 07/01/23 | 07/15/23 | 07/17/23 | 07/19/23 | 07/28/23 | | ESY 1st 3 week program |
| | | | | | | 08/11/23 | 1 | Summer Savings Payout # 2 |
| | | | | | | | 2 | ESY Program 6 week program (week 5&6) |
| 3 | | 07/16/23 | 07/31/23 | 08/01/23 | 08/03/23 | 08/15/23 | | ESY 2nd 3 week program |
| 4 | | 08/01/23 | 08/15/23 | 08/16/23 | 08/18/23 | 08/30/23 | | |
| 5 | 1 | 08/16/23 | 08/31/23 | 09/01/23 | 09/05/23 | 09/15/23 | | |
| 6 | 2 | 09/01/23 | 09/15/23 | 09/18/23 | 09/20/23 | 09/29/23 | 3 | First half fall coaching payments |
| 7 | 3 | 09/16/23 | 09/30/23 | 10/02/23 | 10/04/23 | 10/13/23 | | |
| 8 | 4 | 10/01/23 | 10/15/23 | 10/16/23 | 10/18/23 | 10/30/23 | 3 | Second half fall coaching payments |
| 9 | 5 | 10/16/23 | 10/31/23 | 11/01/23 | 11/03/23 | 11/15/23 | | |
| 10 | 6 | 11/01/23 | 11/15/23 | 11/16/23 | 11/20/23 | 11/30/23 | | |
| | | | | | | | 3 | First half winter coaching payments |
| 11 | 7 | 11/16/23 | 11/30/23 | 12/01/23 | 12/04/23 | 12/15/23 | | First half co-curricular position payments |
| 12 | 8 | | | | | 12/21/23 | 5 | NO OTHER VOUCHER PAYMENTS DUE TO WINTER BREAK |
| 13 | 9 | 12/01/23 | 12/31/23 | 01/02/24 | 01/04/24 | 01/12/24 | 5 | Voucher dates adjusted to catch up from winter break |
| 14 | 10 | 01/01/24 | 01/15/24 | 01/16/24 | 01/18/24 | 01/30/24 | 3 | Second half winter coaching payments |
| 15 | 11 | 01/16/24 | 01/31/24 | 02/01/24 | 02/05/24 | 02/15/24 | | |
| 16 | 12 | 02/01/24 | 02/15/24 | 02/20/24 | 02/22/24 | 02/29/24 | | |
| 17 | 13 | 02/16/24 | 02/29/24 | 03/01/24 | 03/04/24 | 03/15/24 | | |
| 18 | 14 | 03/01/24 | 03/15/24 | 03/18/24 | 03/20/24 | 03/28/24 | | |
| 19 | 15 | 03/16/24 | 03/31/24 | 04/02/24 | 04/04/24 | 04/15/24 | 3 | First half spring coaching payments only |
| 20 | 16 | | | | | 04/19/24 | 5 | NO OTHER VOUCHER PAYMENTS DUE TO SPRING BREAK |
| | | | | | | | 3,5 | Voucher dates adjusted for Spring Break |
| 21 | 17 | 04/01/24 | 04/30/24 | 05/01/24 | 05/03/24 | 05/15/24 | | Second half spring coaching payments |
| 22 | 18 | 05/01/24 | 05/15/24 | 05/16/24 | 05/20/24 | 05/30/24 | | |
| 23 | 19 | 05/16/24 | 05/31/24 | 06/03/24 | 06/05/24 | 06/14/24 | 3 | Second half co-curricular position payments |
| | | | | | | | 4,5 | 10 month employees only LAST DAY OF SCHOOL - subject to change. Based on the last day of school |
| | 20 | | | | | 06/24/24 | | NO VOUCHER PAY |
| 24 | | 06/01/24 | 06/15/24 | 06/17/24 | 06/19/24 | 06/28/24 | | 12 month employees only |
| | | | | | | | | |
| 1 | | 06/16/24 | 06/30/24 | 07/01/24 | 07/03/24 | 07/15/24 | | 24-25 SCHOOL YEAR - INFO ONLY - WILL BE ADDED TO 24-25 PAYROLL SCHEDULE. |

KEY CODE

- 1 Summer Savings Payout, agreement due to the Business Office by July 1st
- 2 ESY Program - based on participation in full 6 week program or participation in the first 3 week program or the second 3 week program.
- 3 Coaching and Co-curricular payments
- 4 Tentative date based on actual last day of school
- 5 Vouchers due date adjusted for breaks or end of year pay dates

Vouchers should be presented to Supervisors allowing time for them to log, sign and then forward to Payroll.
No voucher will be processed without proper authorization signatures and account numbers and agenda information. Incomplete vouchers will be returned to Supervisor for corrections and may delay payment.
Voucher not received according to the pay schedule may result in delayed payment.

PLEASE NOTE PAYROLL DEDUCTIONS FOR TEN MONTH EMPLOYEES FOR THE 23-24 SCHOOL YEAR ARE OVER 20 PAYS