

PAYROLL INFORMATION DUE DATES

Please follow the time table below for sending time cards and absentee/substitute reports to the Finance Office.

- The first date listed is the date of pay.
- The second date is the date all information is to be sent to the Finance Office.
- **Dates included** are the dates to be included on time cards (example: tutoring, detention, etc.) and absentee/substitute reports for that Payroll Date.

If you have any questions, please call Melanie Conrad ext. 12275. Please post a copy of this sheet for employee/substitute reference.

PRINCIPALS: IN CASE OF INCLEMENT WEATHER, PLEASE BE SURE TIME CARDS FROM YOUR SCHOOL REACH THE FINANCE OFFICE ON THE DUE DATE.

Payroll Date: **7/14/2023**

Due at F.O.:

Dates included:

Payroll Date: **7/28/2023**

Due at F.O.: 7/10/2023

Dates included: 7/3 through 7/7 1 week

Payroll Date: **8/15/2023**

Due at F.O.: 7/24/2023

Dates included: 7/10 through 7/21 2 weeks

Payroll Date: **8/30/2023**

Due at F.O.: 8/14/2023

Dates included: 7/24 through 8/11 3 weeks

Payroll Date: **9/15/2023**

Due at F.O.: 8/28/2023

Dates included: 8/14 through 8/25 2 weeks

Payroll Date: **9/29/2023**

Due at F.O.: 9/11/2023

Dates included: 8/28 through 9/8 2 weeks

Payroll Date: **10/13/2023**

Due at F.O.: 9/25/2023

Dates included: 9/11 through 9/22 2 weeks

Payroll Date: **10/30/2023**

Due at F.O.: 10/9/2023

Dates included: 9/25 through 10/6 2 weeks

Payroll Date: **11/15/2023**
Due at F.O.: 10/23/2023
Dates included: 10/9 through 10/20 2 weeks

Payroll Date: **11/30/2023**
Due at F.O.: 11/6/2023
Dates included: 10/23 through 11/3 2 weeks

Payroll Date: **12/15/2023**
Due at F.O.: 11/17/2023
Dates included: 11/6 through 11/17 2 weeks

Payroll Date: **12/29/2023**
Due at F.O.: 12/4/2023
Dates included: 11/20 through 12/1 2 weeks

Payroll Date: **1/12/2024**
Due at F.O.: 12/15/2023
Dates included: 12/4 through 12/29 4 weeks

Payroll Date: **1/30/2024**
Due at F.O.: 1/8/2024
Dates included: 1/1 through 1/5 1 week

Payroll Date: **2/15/2024**
Due at F.O.: 1/22/2024
Dates included: 1/8 through 1/19 2 weeks

Payroll Date: **2/29/2024**
Due at F.O.: 2/5/2024
Dates included: 1/22 through 2/2 2 weeks

Payroll Date: **3/15/2024**
Due at F.O.: 2/16/2024
Dates included: 2/5 through 2/16 2 weeks

Payroll Date: **3/29/2024**
Due at F.O.: 3/4/2024
Dates included: 2/19 through 3/1 2 weeks

Payroll Date: **4/15/2024**
Due at F.O.: 3/15/2024
Dates included: 3/4 through 3/15 2 weeks

Payroll Date: **4/30/2024**
Due at F.O.: 4/8/2024
Dates included: 3/18 through 4/5 3 weeks

Payroll Date: **5/15/2024**
Due at F.O.: 4/19/2024
Dates included: 4/8 through 4/19 2 weeks

Payroll Date: **5/30/2024**
Due at F.O.: 5/13/2024
Dates included: 4/22 through 5/10 3 weeks

Payroll Date: **6/14/2024**
Due at F.O.: 5/31/2024
Dates included: 5/13 through 5/31 3 weeks

Payroll Date: **6/28/2024**
Due at F.O.: 6/4/2024
Dates included: 6/3 through 6/28 4 weeks

Project time if applicable

6/20/24 & 6/21/24