

## 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. 12268. 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: **7/15/2022**

Due at F.O.:

Dates included:

Payroll Date: **7/29/2022**

Due at F.O.: 7/11/2022

Dates included: 7/1 through 7/8 1 week+

Payroll Date: **8/15/2022**

Due at F.O.: 7/25/2022

Dates included: 7/11 through 7/22 2 weeks

Payroll Date: **8/30/2022**

Due at F.O.: 8/12/2022

Dates included: 7/25 through 8/12 3 weeks

Payroll Date: **9/15/2022**

Due at F.O.: 8/29/2022

Dates included: 8/15 through 8/26 2 weeks

Payroll Date: **9/30/2022**

Due at F.O.: 9/9/2022

Dates included: 8/29 through 9/9 2 weeks

Payroll Date: **10/14/2022**

Due at F.O.: 9/26/2022

Dates included: 9/12 through 9/23 2 weeks

Payroll Date: **10/28/2022**

Due at F.O.: 10/10/2022

Dates included: 9/26 through 10/7 2 weeks

Payroll Date: **11/15/2022**  
Due at F.O.: 10/24/2022  
Dates included: 10/10 through 10/21 2 weeks

Payroll Date: **11/30/2022**  
Due at F.O.: 11/7/2022  
Dates included: 10/24 through 11/4 2 weeks

Payroll Date: **12/15/2022**  
Due at F.O.: 11/18/2022  
Dates included: 11/7 through 11/18 2 weeks

Payroll Date: **12/30/2022**  
Due at F.O.: 12/5/2022  
Dates included: 11/21 through 12/2 2 weeks

Payroll Date: **1/13/2023**  
Due at F.O.: 12/16/2022  
Dates included: 12/5 through 12/30 4 weeks

Payroll Date: **1/30/2023**  
Due at F.O.: 1/9/2023  
Dates included: 1/2 through 1/6 1 week

Payroll Date: **2/15/2023**  
Due at F.O.: 1/23/2023  
Dates included: 1/9 through 1/20 2 weeks

Payroll Date: **2/28/2023**  
Due at F.O.: 2/6/2023  
Dates included: 1/23 through 2/3 2 weeks

Payroll Date: **3/15/2023**  
Due at F.O.: 2/17/2023  
Dates included: 2/6 through 2/17 2 weeks

Payroll Date: **3/30/2023**  
Due at F.O.: 3/6/2022  
Dates included: 2/20 through 3/3 2 weeks

Payroll Date: **4/14/2023**  
Due at F.O.: 3/17/2023  
Dates included: 3/6 through 3/17 2 weeks

Payroll Date: **4/28/2023**  
Due at F.O.: 4/10/2023  
Dates included: 3/20 through 4/7 3 weeks

Payroll Date: **5/15/2023**  
Due at F.O.: 4/24/2023  
Dates included: 4/10 through 4/21 2 weeks

Payroll Date: **5/30/2023**  
Due at F.O.: 5/15/2023  
Dates included: 4/24 through 5/12 3 weeks

Payroll Date: **6/15/2023**  
Due at F.O.: 5/31/2023  
Dates included: 5/15 through 5/31 2 + weeks

Payroll Date: **6/30/2023**  
Due at F.O.: 6/2/2023  
Dates included: 6/1 through 6/30 4 + weeks

**Project time if applicable**

**6/22/23 & 6/23/23**