



## 2023 - 2024 PAYROLL SCHEDULE

MONTHLY PAY DATE	TIME SHEET & SUBSTITUTE PAY PERIOD	DOCS DUE TO PAYROLL BY
FRIDAY - AUGUST 25	7/1 to 7/28	AUGUST 4
MONDAY - SEPTEMBER 25	7/29 to 8/25	SEPTEMBER 1
WEDNESDAY - OCTOBER 25	8/26 to 9/29	OCTOBER 6
WEDNESDAY - NOVEMBER 22	9/30 to 10/27	NOVEMBER 3
WEDNESDAY - DECEMBER 20	10/28 to 11/24	DECEMBER 1
MONDAY - JANUARY 22	11/25 to 12/29	JANUARY 5
FRIDAY - FEBRUARY 23	12/30 to 1/26	FEBRUARY 2
MONDAY - MARCH 25	1/27 to 2/23	MARCH 1
THURSDAY - APRIL 25	2/24 to 3/29	APRIL 9
FRIDAY - MAY 24	3/30 to 4/26	MAY 3
TUESDAY - JUNE 25	4/27 to 5/31	JUNE 7
THURSDAY - JULY 25	6/1 to 6/28	JULY 5
FRIDAY - AUGUST 23	6/29 to 7/26	AUGUST 2

*Per Local Policy, the District will annualize salaries and pay all regular employees over 12 months in equal monthly installments*