

# Monthly Payroll Cut-off Dates and Contract Schedules

## Monthly Payroll Cut-off Dates

The table listed below is for **All Staff**. This table lists the beginning and ending dates for each payroll month to show you the date range each month that leave taken will be subtracted from your balances.

Beginning Leave Dates	Ending Leave Days	Pay Date
No Leave	No Leave	7/31/2023
7/3/2023	7/28/2023	8/31/2023
7/31/2023	9/1/2023	9/29/2023
9/4/2023	9/29/2023	10/31/2023
10/2/2023	11/3/2023	11/30/2023
11/6/2023	12/1/2023	12/29/2023
12/4/2023	12/29/2023 3	1/31/2024
1/1/2024	2/2/2024	2/29/2024
2/5/2024	3/1/2024	3/29/2024
3/4/2024	3/29/2024	4/30/2024
4/1/2024	5/3/2024	5/31/2024
5/6/2024	6/28/2024	6/28/2024

The table listed below is for **Non-Certified Support Staff**. This table shows the Timeclock Plus date range for each pay date. These dates are recorded in a Sunday to Saturday week and can be used for understanding additional pay earned including overtime.

Timeclock Plus	Pay Date
6/4-7/1	7/31/2023
7/2-7/29	8/31/2023
7/30-9/2	9/29/2023
9/3-9/30	10/31/2023
10/1-11/4	11/30/2023

11/5-12/2	12/29/2023
12/3-12/30	1/31/2024
12/31-2/3	2/29/2024
2/4-3/2	3/29/2024
3/3-3/30	4/30/2024
3/31-5/4	5/31/2024
5/5-6/1	6/28/2024

**Certified Staff** performing extra duties such as Child Supervision and Tutoring will be given a personalized timesheet to record these hours. Hours should be recorded from the 1<sup>st</sup> to the 31<sup>st</sup> of each month and turned in to the local bookkeeper by the 5<sup>th</sup> of the following month for payment in the month end payroll. An example would be recording time from April 1<sup>st</sup> to April 30<sup>th</sup> and turning in the timesheet to the bookkeeper on May 5<sup>th</sup> for payment on May 31<sup>st</sup>.

#### Payment of Other Wages

Funding and documentation from third party payers such as, (*National Board and Access, etc.*), must be received by the payroll office no later than the 10<sup>th</sup> of the month to be included in that months pay check. Funding and documentation received after the 10<sup>th</sup> of the month will be included in the following months paycheck.

### Contract Schedules

12 Month Employee 240 - July 1, 2023 - June 30, 2024		
10 Month Employee - 207 - July 18, 2023 - June 10, 2024		
10 Month Employee - 202 - July 20, 2023 - June 5, 2024		
9 Month Teams Employee- 189 July 28, 2023- May 24, 2024		
9 Month Employee - 187 - August 1, 2023- May 24, 2024		
9 Month Employee - Bus Driver/Aide 182/Nurse 182 - August 1, 2023- May 23, 2024		
	177 Student days plus 5 additional days	
	**5 additional contract days assigned by Supervisor	