

2023-2024

BOARD APPROVED

Payroll Period				Pay Types 10, 11, 30, 31			
From	Thru	MUST Be in Co. Office-9:00 AM	Checks Go Out	10 Month	Regular Calendar 11 Month	12, 32	05, 25
07.16.2023	07.31.2023	08.03.2023	08.15.2023	10	5		
08.01.2023	08.15.2023	08.17.2023	08.31.2023	10	11		10
08.16.2023	08.31.2023	09.05.2023	09.15.2023	12	12		12
09.01.2023	09.15.2023	09.19.2023	09.29.2023	11	11		11
09.16.2023	09.30.2023	10.04.2023	10.13.2023	10	10		10
10.01.2023	10.15.2023	10.18.2023	10.31.2023	10	10		10
10.16.2023	10.31.2023	11.02.2023	11.15.2023	12	12		12
11.01.2023	11.15.2023	11.16.2023	11.30.2023	10	10		10
11.16.2023	11.30.2023	12.04.2023	12.15.2023	7	7		7
12.01.2023	12.15.2023	12.15.2023	12.20.2023	11	11		11
12.16.2023	12.31.2023	01.05.2024	01.12.2024	4	4		4
01.01.2024	01.15.2024	01.17.2024	01.31.2024	8	8		8
01.16.2024	01.31.2024	02.02.2024	02.15.2024	12	12		12
02.01.2024	02.15.2024	02.16.2024	02.29.2024	11	11		11
02.16.2024	02.29.2024	03.04.2024	03.15.2024	10	10		10
03.01.2024	03.15.2024	03.18.2024	03.29.2024	11	11		11
03.16.2024	03.31.2024	04.04.2024	04.15.2024	8	8		8
04.01.2024	04.15.2024	04.22.2024	04.30.2024	10	10		10
04.16.2024	04.30.2024	05.03.2024	05.15.2024	7	7		7
05.01.2024	05.15.2024	05.17.2024	05.31.2024	11	11		11
05.16.2024	05.31.2024	06.03.2024	06.13.2024	11	11		11
4 in 1 Check/Time Cards		06.13.2024	06.20.2024				
****1 Month Employees***							
06.01.2024	06.25.2024	06.17.2024	06.27.2024		14		
Total Days for Position				196	216		196

BOARD APPROVED:

Paid Holidays (6)	
September 4, 2023	Labor Day
November 23, 2023	Thanksgiving
December 25, 2023	Christmas
January 1, 2024	New Year's Day
February 19, 2024	President's Day
March 29, 2024	Good Friday

10 MONTH EMPLOYEE WORKDAYS AND PROFESSIONAL DEVELOPMENT DAYS (13)		1st Work Day Last Work Day
August 2, 3, 4, 2023	February 12, 2024	
August 7, 8, 9, 2023	March 20, 2024	
October 16, 17, 2023	May 31, 2024	
January 4, 5, 2024		

11 MONTH EMPLOYEE WORKDAYS (33)		08.02.2023 05.31.2024	07.24.2023 06.25.2024	08.02.2023 05.31.2024
July 24, 25, 26, 27, 31, 2023	March 20, 2024			
August 1, 2, 3, 4, 2023	May 31, 2024			
August 7, 8, 9, 2023	June 3, 4, 5, 6, 2024			
October 16, 17, 2023	June 10, 11, 12, 13, 2024			
January 4, 5, 2024	June 17, 18, 19, 20, 2024			
February 12, 2024	June 24, 25, 2024			
NOTE: ** 7.50 Hour Workdays				

2023-2024 PAYROLL PERIOD SCHEDULE FOR SUPPORT STAFF

Payroll		Period	MUST Be In Co. Office @ 9:00 AM	Checks Go Out	L/R Mgrs. & Assts.	L/R Workers	BUS DR/AIDES	10 Month Custodian	10 Month Secretary	Aides & Clerks	11 Month Secretary	11 Month Sub Coord
From	Thru											
07.01.23	07.15.23		08.03.23	07.27.23				5				4
07.16.23	07.31.23		08.15.23								5	9
08.01.23	08.15.23		08.17.23	08.31.23	10	7	6	11	10	7	11	11
08.16.23	08.31.23		09.05.23	09.15.23	12	12	12	12	12	12	12	12
09.01.23	09.15.23		09.19.23	09.29.23	11	11	11	11	11	11	11	11
09.16.23	09.30.23		10.04.23	10.13.23	10	11	10	10	10	10	10	10
10.01.23	10.15.23		10.18.23	10.31.23	10	10	10	10	10	10	10	10
10.16.23	10.31.23		11.02.23	11.15.23	12	10	10	12	12	11	12	10
11.01.23	11.15.23		11.16.23	11.30.23	10	10	10	10	10	10	10	10
11.16.23	11.30.23		12.04.23	12.15.23	7	7	7	7	7	7	7	7
12.01.23	12.15.23		12.14.23	12.20.23	11	11	11	11	11	11	10	11
12.16.23	12.31.23		01.05.24	01.12.24	4	4	4	4	4	4	4	4
01.01.24	01.15.24		01.17.24	01.31.24	8	8	7	8	8	6	9	7
01.16.24	01.31.24		02.02.24	02.15.24	12	12	12	12	12	12	12	12
02.01.24	02.15.24		02.16.24	02.29.24	11	11	10	11	11	11	11	10
02.16.24	02.28.24		03.04.24	03.15.24	10	10	10	10	10	10	10	10
03.01.24	03.15.24		03.18.24	03.28.24	11	11	11	11	11	11	11	11
03.16.24	03.31.24		04.04.24	04.15.24	8	7	7	8	8	8	8	8
04.01.24	04.15.24		04.18.24	04.30.24	10	10	10	10	10	10	10	10
04.16.24	04.30.24		05.03.24	05.15.24	7	7	7	7	7	7	7	7
05.01.24	05.15.24		05.17.24	05.31.24	11	11	11	11	11	11	11	11
05.16.24	05.31.24		06.03.24	06.13.24	11	10	10	11	11	11	11	11
06.01.24	06.30.24		06.17.24	06.27.24	1			8			14	4
4N/1Timesheets				06.20.24								

TOTAL DAYS FOR THE POSITION

Paid Holidays		First Day of Work		Last Day of Work		Workdays	
09.04.23	Labor Day	08.02.2023	08.07.2023	06.03.2024	05.30.2024	8/2,3,4,7,8,9	8/7,8,9
11.23.23	Thanksgiving					10/16,17	1/4,5
12.25.23	Christmas Day					01/4,5	2/12
01.01.24	New Year's Day					2/12	3/20
02.19.24	President's Day						5/31
03.29.24	Good Friday					6/3	6/3

BOARD APPROVED

APR 25 2023

Board Approved:

TOTAL WORKDAYS

14	6	3	27	13	7	33	27
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2023-2024

Twelve Month Employees

Payroll Period		MUST be in C/O by 9:00 AM	Checks Go Out	Number of Days Worked	
From	Thru			12 Month-PT 07, 07A, 37P & 37	Elected Off PT08
07.01.23	07.15.23	07.05.23	07.13.23	11	15
07.16.23	07.31.23	07.13.23	07.20.23	11	16
08.01.23	08.15.23	08.03.23	08.15.23	11	15
08.16.23	08.31.23	08.17.23	08.31.23	12	16
09.01.23	09.15.23	09.05.23	09.15.23	11	15
09.16.23	09.30.23	09.19.23	09.29.23	10	15
10.01.23	10.15.23	10.04.23	10.13.23	10	15
10.16.23	10.31.23	10.18.23	10.31.23	12	16
11.01.23	11.15.23	11.02.23	11.15.23	11	15
11.16.23	11.30.23	11.16.23	11.30.23	11	15
12.01.23	12.15.23	12.04.23	12.15.23	11	15
12.16.23	12.31.23	12.14.23	12.20.23	10	16
01.01.24	01.15.24	01.05.24	01.12.24	11	15
01.16.24	01.31.24	01.17.24	01.31.24	12	16
02.01.24	02.15.24	02.02.24	02.15.24	11	15
02.16.24	02.28.24	02.16.24	02.29.24	10	13
03.01.24	03.15.24	03.04.24	03.15.24	11	15
03.16.24	03.31.24	03.18.24	03.28.24	10	16
04.01.24	04.15.24	04.04.24	04.15.24	11	15
04.16.24	04.30.24	04.18.24	04.30.24	11	15
05.01.24	05.15.24	05.03.24	05.15.24	11	15
05.16.24	05.31.24	05.17.24	05.31.24	12	16
06.01.24	06.15.24	06.03.24	06.13.24	10	15
06.16.24	06.30.24	06.17.24	06.27.24	10	15
Total Days for Position				261	365

BOARD APPROVED:

Paid Holidays

07/04/23	Independence Day
09/04/23	Labor Day
11/23,24/2023	Thanksgiving
12/25,26/2023	Christmas
01/01/24	New Years
02/19/24	President's Day
03/29/24	Good Friday

Office Closed

Friday/Office Closed	7/7, 14, 21, 28, 2023
Veteran's Day	11/10/2023
Thanksgiving	11/22/2023
Winter Break	12/21, 22, 27, 28, 29/2023
Winter Break	01/2, 3/2024
MLK Day	1/15/2024
Spring Break	4/19/2024
Memorial Day	5/27/2024
Friday/Office Closed	06/7, 14, 21, 28/2024

BOARD APPROVED

APR 25 2023

NOTICE: the payroll due dates are subject to changel