



Payroll Reporting Periods and Pay Dates 2023-2024

Payroll Reporting Periods	Pay Dates
July 01 – July 16, 2023	Monday, July 31, 2023
July 17 – August 13, 2023	Thursday, August 31, 2023
August 14 – September 10, 2023	Friday, September 29, 2023
September 11 – October 08, 2023	Tuesday, October 31, 2023
October 09 – November 05, 2023	Thursday, November 30, 2023
November 06 – December 03, 2023	Thursday, December 21, 2023
December 04, 2023 – January 14, 2024	Wednesday, January 31, 2024
January 15 – February 11, 2024	Thursday, February 29, 2024
February 12 – March 10, 2024	Thursday, March 28, 2024
March 11 – April 07, 2024	Tuesday, April 30, 2024
April 08 – May 05, 2024	Friday, May 31, 2024
May 06 – June 02, 2024	Friday, June 28, 2024
June 03 – June 30, 2024	** Additional Final Reporting Period for 12 Month Staff ONLY**

*Payroll reporting period dates and pay dates are subject to change.

Payroll reporting periods are established by the Payroll Office and vary each month based on contract workdays, holidays, and required processing deadlines. Monthly payroll reporting periods apply to all contracted full-time and part-time personnel as well as substitute and miscellaneous or per diem paid employees.

12-Month Employees – Employees who work 12-months are paid 1/12th of their annual salary over 12 months from July 2023 through June 2024.

11-Month Employees – Employees who work 11 and 11.5-months are paid 1/12th of their annual salary over 12 months from August 2023 through July 2024.

10-Month Employees – Employees who work 10, 10.25 and 10.5-months are paid 1/12th of their annual salary over 12 months from September 2023 through August 2024.

Employee pay will be adjusted according to the number of remaining contract days if hired mid contract year.

****Payroll changes must be received in the payroll office by the 5th of the month.****