Regular Licensed & Classified Employee Pay Dates*

Pay Period	For Contract/Regular Hours Worked	For TCP Hours Submitted#	Final## TCP Approval Due by 10:00 a.m.	Pay Date
2		7/1/23–7/31/23	8/1/23	8/18/23
3	9/1/23–9/30/23	8/1/23–8/31/23	9/1/23	9/20/23
4	10/1/23–10/31/23	9/1/23–9/30/23	10/2/23	10/20/23
5	11/1/23–11/30/23	10/1/23–10/31/23	11/1/23	11/20/23
6	12/1/23–12/31/23	11/1/23–11/30/23	12/1/23	12/15/23
7	1/1/24–1/31/24	12/1/23–12/31/23	1/2/24	1/19/24
8	2/1/24-2/29/24	1/1/24–1/31/24	2/1/24	2/20/24
9	3/1/24–3/31/24	2/1/24-2/29/24	3/1/24	3/20/24
10	4/1/24–4/30/24	3/1/24–3/31/24	4/1/24	4/19/24
11	5/1/24–5/31/24	4/1/24–4/30/24	5/1/24	5/20/24
12**	6/1/24–6/30/24	5/1/24–5/31/24	6/1/24	6/17/24
12.10**	7/1/24–7/31/24			6/17/24
12.20**	8/1/24–8/31/24			6/17/24
12.60		6/1/24–6/30/24	6/24/24	7/1/24

Summer program positions are not included on this pay calendar

**Submit to HR Request by May 1 to receive summer checks monthly; pay date will be same as 12-month licensed in July & August*

 # Employees submit hours daily/weekly and submit for approval on last day worked each week (e.g. Friday)

Supervisors review and submit hours by Wednesday for prior week; deadline above is final submission for that payroll

Regular Classified, Administrator, & 12-month Regular Licensed Employee Pay Dates*

Pay Period	For Contract/Regular Hours Worked	For TCP Hours Submitted	Final## TCP Approval Due by 10:00 a.m.	Pay Date
1	7/1/23–7/31/23			7/20/23
2	8/1/23–8/31/23	7/1/23–7/31/23	8/1/23	8/18/23
3	9/1/23–9/30/23	8/1/23–8/31/23	9/1/23	9/20/23
4	10/1/23–10/31/23	9/1/23–9/30/23	10/2/23	10/20/23
5	11/1/23–11/30/23	10/1/23–10/31/23	11/1/23	11/20/23
6	12/1/23–12/31/23	11/1/23–11/30/23	12/1/23	12/15/23
7	1/1/24–1/31/24	12/1/23–12/31/23	1/2/24	1/19/24
8	2/1/24-2/29/24	1/1/24–1/31/24	2/1/24	2/20/24
9	3/1/24–3/31/24	2/1/24-2/29/24	3/1/24	3/20/24
10	4/1/24–4/30/24	3/1/24–3/31/24	4/1/24	4/19/24
11	5/1/24–5/31/24	4/1/24–4/30/24	5/1/24	5/20/24
12	6/1/24–6/30/24	5/1/24–5/31/24	6/1/24	6/17/24
12.99		6/1/24–6/30/24	7/1/24	7/1/24

Summer program positions are not included on this pay calendar

 # Employees submit hours daily/weekly and submit for approval on last day worked each week (e.g. Friday)

Supervisors review and submit hours by Wednesday for prior week; deadline above is final submission for that payroll

Substitute and Temporary Employee Pay Dates

Pay Period	For TCP Hours Submitted#	TCP Approval## Due by 10:00 a.m.	Pay Date
3	7/1/23–7/15/23	7/17/23	8/1/23
4	7/16/23–7/31/23	8/1/23	8/18/23
5	8/1/23–8/15/23	8/16/23	9/1/23
6	8/16/23–8/31/23	9/1/23	9/15/23
7	9/1/23–9/15/23	9/15/23	9/29/23
8	9/16/23–9/30/23	10/2/23	10/13/23
9	10/1/23–10/15/23	10/16/23	11/1/23
10	10/16/23–10/31/23	11/1/23	11/15/23
11	11/1/23–11/15/23	11/16/23	12/1/23
12	11/16/23–11/30/23	12/1/23	12/15/23
13	12/1/23–12/15/23	12/18/23	12/29/23
14	12/16/23–12/31/23	1/2/24	1/15/24
15	1/1/24–1/15/24	1/16/24	2/1/24
16	1/16/24–1/31/24	2/1/24	2/15/24
17	2/1/24–2/15/24	2/16/24	3/1/24
18	2/16/24–2/29/24	3/1/24	3/15/24
19	3/1/24–3/15/24	3/19/24	4/1/24
20	3/16/24–3/31/24	4/1/24	4/15/24
21	4/1/24–4/15/24	4/16/24	5/1/24
22	4/16/24–4/30/24	5/1/24	5/15/24
23	5/1/24–5/15/24	5/16/24	5/31/24
24	5/16/24–5/31/24	6/3/24	6/14/24
24.10	6/1/24–6/15/24	6/17/24	7/1/24
24.20	6/16/24–6/30/24	7/1/24	7/15/24

Employees submit hours daily/weekly and submit for approval on last day worked each week (e.g. Friday)
Supervisors review and submit hours by Wednesday for prior week; deadline above is final submission for that payroll