



2023/24

Timesheet Due Dates

Work Period			Due to Payroll	Pay Date Contract Employees	Pay Date Substitutes and Extra Time	Notes
7 / 21 / 23	-	8 / 20 / 23	8 / 22 / 23 Tuesday	8 / 31 / 23	9 / 8 / 23	
8 / 21 / 23	-	9 / 20 / 23	9 / 22 / 23 Friday	9 / 29 / 23	10 / 10 / 23	
9 / 21 / 23	-	10 / 20 / 23	10 / 24 / 23 Tuesday	10 / 31 / 23	11 / 9 / 23	
10 / 21 / 23	-	11 / 20 / 23	11 / 17 / 23 Friday	11 / 30 / 23	12 / 8 / 23	11/18 Thanksgiving break start. Please turn in on time!
11 / 21 / 23	-	12 / 20 / 23	12 / 21 / 23 Friday	* 1 / 2 / 24	1 / 10 / 24	12/22 winter break start. Please turn in on time!
12 / 21 / 23	-	1 / 20 / 24	1 / 23 / 24 Tuesday	1 / 31 / 24	2 / 9 / 24	
1 / 21 / 24	-	2 / 20 / 24	2 / 22 / 24 Thursday	2 / 29 / 24	3 / 8 / 24	
2 / 21 / 24	-	3 / 20 / 24	3 / 21 / 24 Thursday	3 / 29 / 24	4 / 10 / 24	3/23 spring break start. Please turn in on time!
3 / 21 / 24	-	4 / 20 / 24	4 / 22 / 24 Monday	4 / 30 / 24	5 / 10 / 24	
4 / 21 / 24	-	5 / 20 / 24	5 / 22 / 24 Wednesday	5 / 31 / 24	6 / 10 / 24	
5 / 21 / 24	-	6 / 20 / 24	6 / 21 / 24 Friday	6 / 28 / 24	7 / 10 / 24	

* The pay date for the December payroll will be the first business day in January.

****Timesheets not turned in by due date will be paid on the next pay period. ****