

2023-24 Pay Periods for Substitute Employees and Additional Assignments (Overtime/Absence Processing for **ALL** Employees)

MONTH	PAYDAY
July 2023	Jul 31
August 2023	Aug 31
September 2023	Sep 29
October 2023	Oct 31
November 2023	Nov 30
December 2023	Dec 29
January 2024	Jan 31
February 2024	Feb 29
March 2024	Mar 29
April 2024	Apr 30
May 2024	May 31
June 2024	June 28
July 2024	July 31

EXCEPTION PERIOD	
START	END
Jun 11	Jul 8
Jul 9	Aug 12
Aug 13	Sep 9
Sep 10	Oct 14
Oct 15	Nov 11
Nov 12	Dec 9
Dec 10	Jan 13
Jan 14	Feb 10
Feb 11	Mar 9
Mar 10	Apr 13
Apr 14	May 11
May 12	Jun 8
Jun 9	Jul 13

TIMECARDS DUE TO PAYROLL OFFICE
Jul 12
Aug 16
Sep 13
Oct 18
Nov 15
Dec 13
Jan 17
Feb 14
Mar 13
Apr 17
May 15
Jun 12
Jul 17



*** PLEASE NOTE:**

Substitutes and Additional Assignments (yellow timecards) - Your paycheck each month will include hours worked **ONLY** for those dates listed in the EXCEPTION PERIOD columns.

- For Example: The September 29 check will include hours worked August 13 - September 9 and turned in by September 13.
- Any hours worked in September **AFTER** September 9 will be paid in the October 31 paycheck.

All Other Employees and Assignments - Your paycheck each month will include time worked during the full month.

- For Example: The September 29 check will include all hours indicated by your assignment and calendar for September 1 through September 30.
- Any leave hours (includes day leave, sick leave, personal leave, vacation, etc.) taken **AFTER** September 9 **WILL NOT** be reflected in the leave balances listed on the September 29 paycheck. They will be reflected in the "Used Current" column of the October 31 paycheck.
- Stipends and Mileage are due on the 10th of the month to be included in current month paycheck.