

Cut Off Date	Payroll Receive Date	Pay Date	Special Pays Included	Notes	Check #	
					12 month Employee	10 month Employee
		Friday, July 07, 2023	A,W, AA, Y		1	
Friday, June 23, 2023	Monday, June 26, 2023	Friday, July 14, 2023	Accrual Payroll	*		
NO TIMESHEETS PROCESSED						
Friday, July 7, 2023	Monday, July 10, 2023	Friday, July 21, 2023	B,C,D,E,M		2	
Friday, July 21, 2023	Monday, July 24, 2023	Friday, August 04, 2023			3	
Friday, August 04, 2023	Monday, August 07, 2023	Friday, August 18, 2023			4	
Friday, August 18, 2023	Monday, August 21, 2023	Friday, September 01, 2023	G		5	
Friday, September 01, 2023	Tuesday, September 05, 2023	Friday, September 15, 2023	O		6	1
Friday, September 15, 2023	Monday, September 18, 2023	Friday, September 29, 2023	U		7	2
Friday, September 29, 2023	Monday, October 02, 2023	Friday, October 13, 2023	H,Z		8	3
Friday, October 13, 2023	Monday, October 16, 2023	Friday, October 27, 2023	U		9	4
Friday, October 27, 2023	Monday, October 30, 2023	Thursday, November 9, 2023	P		10	5
Friday, November 10, 2023	Monday, November 13, 2023	Friday, November 24, 2023			11	6
Friday, November 24, 2023	Monday, November 27, 2023	Friday, December 08, 2023	F,I,K,Q		12	7
		Friday, December 22, 2023			13	8
2024						
Friday, December 08, 2023	Monday, December 11, 2023	Friday, January 05, 2024	J,X NO MEDICAL		14	9
Friday, December 22, 2023	Tuesday, December 26, 2023	Friday, January 19, 2024			15	10
Friday, January 05, 2024	Monday, January 08, 2024	Friday, February 02, 2024	L,V,R		16	11
Friday, January 19, 2024	Monday, January 22, 2024	Friday, February 16, 2024			17	12
Friday, February 02, 2024	Monday, February 05, 2024	Friday, March 01, 2024			18	13
Friday, February 16, 2024	Monday, February 19, 2024	Friday, March 15, 2024	S		19	14
Friday, March 01, 2024	Monday, March 04, 2024	Friday, March 29, 2024	V		20	15
Friday, March 15, 2024	Monday, March 18, 2024	Friday, April 12, 2024	T		21	16
Friday, March 29, 2024	Monday, April 01, 2024	Friday, April 26, 2024			22	17
Friday, April 12, 2024	Monday, April 15, 2024	Friday, May 10, 2024			23	18
Friday, April 26, 2024	Monday, April 29, 2024	Friday, May 24, 2024			24	19
Friday, May 10, 2024	Monday, May 13, 2024	Friday, June 07, 2024	N		25	20
Friday, May 31, 2024	Monday, June 06, 2024	Friday, June 21, 2024	X,BB	**	26	21

Special Pays:

Unit(s)	Pay Description
A Administrators, Unaf. Clerical	Unused Sick Pay
B Maint / B&G / Trans / H&C	Terminal Leave Pay
C Teaching Assistants	Unused Sick Pay
D Teachers / Administrators	Terminal Leave Pay
E Teachers	Retirement Incentive
F Clerical	Unused Sick Pay
G Teachers	Unused Sick Pay
H Nurses	Uniform Allowance
I H&C / B/G / Maint/ Nurses/Trans/Aides	Unused Sick Pay
J All Groups	Health Declination Pay
K Teacher Aides/Teacher Ass't	Lump Longevity Pay
L Teachers	Half-Steppers Increase
M Administrators	Retirement Incentive Pay
N Maint / B&G / Trans / H&C	Lump Longevity Pay
O Teachers / Coaches	Fall Coaches - High School for 6 checks, Middle School for 5 checks
P Teachers / Coaches	Early Winter Coaches - Middle School for 5 checks
Q Teachers / Coaches	Winter Coaches - High School for 6 checks
R Teachers / Coaches	Late Winter Coaches - Middle School for 5 checks
S Teachers / Coaches	Spring Coaches - High School for 6 checks
T Teachers / Coaches	Spring Coaches- Middle School for 5 checks
U Teachers	Horizontal Advance- Effective 9/1/20
V Teachers	Horizontal Advance- Effective 2/1/21
W H&C / Maint / B&G	Unused Vacation Pay
X Maintenance/H&C (H&C 6/23 ONLY)	Stipend
Y Clerical	Head Secretary Stipend
Z Maintenance	Tool Allowance
AA Clerical	Longevity
BB Monitor	Unused Sick Pay

Notes:
 * Accrual Payroll - Process prior year Payroll claims, Timesheets and Substitute Sign-In sheets
 ** For contract employees this is the final pay for the school year. If applicable, multi-checks will be issued.

The following conditions must be met in order for payment to be included on the 'Pay Date' indicated above:
 - Period worked has to be no later than the 'Cut Off Date' indicated above, and
 - Paperwork (payroll claims, time sheets, etc.) has to be received by the Payroll Office no later than 12:00pm on the 'Payroll Receive Date' indicated above.