

PAYDAY SCHEDULE FOR FISCAL YEAR 2023-2024

ETR/Leaves Pay Period Schedule: LT Subs, Hourly Employees and Extra Hours for Contracted Employees are paid 2 Weeks in Arrears; Leaves posted 2 Weeks in Arrears.

Contract Pay Period Schedule: All Contracted Employees are paid through the Friday prior to Payday. LT Subs are paid by Reports provided by the Human Resources Department.

Support Staff Employees are paid by Time Clock Plus Reports provided by their Time Clock Editor. Support Staff Employees MUST swipe in Time Clock Plus to be paid.

***ALL Reports are due to Payroll by 12pm on the Pay Period Due Date***. Reports may be due in the Funding Department on an earlier schedule; Please check with the Department paying for the hours worked on their Due Schedule.

12 Month Employees have Benefit Deductions on Pay Period 2 through Pay Period 27.  
Seasonal Employees have Benefit Deductions on Pay Period 4 through Pay Period 24.  
Sick accrues at 40 Hours with your 1st Pay of the Year.  
12 Month Employees accrue PTO and Vacation on Pay Period 2 through Pay Period 27.  
Seasonal Employees accrue PTO on Pay Period 4 through Pay Period 25.

Pay Period Schedule:

Pay Period No.	Hourly/ETR/Leaves Period Schedule	Contract Period Schedule	Due in Payroll	Pay Date	
					*CAN BE SUBJECT TO CHANGE
1	N/A	N/A	N/A	7/11/2023	*12 Month Employee Retirement Incentive Payouts
2	N/A	7/1 - 7/7	7/5	7/11/2023	
3	7/1 - 7/14	7/8 - 7/21	7/17	7/25/2023	
4	7/15 - 7/28	7/22 - 8/4	7/31	8/8/2023	*New Teacher Orientation Pay
5	7/29 - 8/11	8/5 - 8/18	8/14	8/22/2023	
6	8/12 - 8/25	8/19 - 9/1	8/28	9/5/2023	
7	8/26 - 9/8	9/2 - 9/15	9/11	9/19/2023	
8	9/9 - 9/22	9/16 - 9/29	9/25	10/3/2023	
9	9/23 - 10/6	9/30 - 10/13	10/9	10/17/2023	
10	10/7 - 10/20	10/14 - 10/27	10/23	10/31/2023	
11	10/21 - 11/3	10/28 - 11/10	11/6	11/14/2023	
12	11/4 - 11/17	11/11 - 11/24	11/17	11/28/2023	
13	11/18 - 12/1	11/25 - 12/8	12/4	12/12/2023	*Support Staff Longevity Pay; 1st Certified 1/2 Bi-Annual Stipends
14	12/3-12/16	12/9 - 12/22	12/18	12/26/2023	
15	N/A	12/23 - 1/5	12/18	1/9/2024	*LT Sub Teachers & Hourly Employee's Projected Hours for 12/16 - 12/20
16	12/17-1/13	1/6 - 1/19	1/16	1/23/2024	Hourly Holiday Pay
17	1/13 - 1/26	1/20 - 2/2	1/29	2/6/2024	
18	1/27 - 2/9	2/3 - 2/16	2/12	2/20/2024	
19	2/10 - 2/23	2/17 - 3/1	2/26	3/5/2024	
20	2/24 - 3/8	3/2 - 3/15	3/11	3/19/2024	
21	3/9 - 3/22	3/16 - 3/29	3/25	4/2/2024	
22	3/23 - 4/5	3/30 - 4/12	4/8	4/16/2024	
23	4/6 - 4/19	4/13 - 4/26	4/22	4/30/2024	
24	4/20 - 5/3	4/27 - 5/10	5/6	5/14/2024	*2nd Certified 1/2 Bi-Annual Stipends
25	5/4 - 5/17	5/11 - 5/24	5/20	5/28/2024	
26	5/18 - 5/31	5/25 - 6/7	6/3	6/11/2024	
27	6/1 - 6/14	6/8 - 6/21	6/17	6/25/2024	
28	6/15 - 6/30	6/22 - 6/30	7/1	7/9/2024	Final Extra Hours FY 23-24

Work Calendar 12M	Work Calendar H	Work Calendar P	Work Calendar F	Work Calendar T
12 Month Employee	Coach, Curriculum Alignment Specialist, IEIS, Language Acquisition Specialist, Master Teacher	OT, PT, Psychologist, SLP	Family & Community Engagment Specialist	Associate Teacher, Behavior Intervention Specialist, ELL Intervention Specialist, Nurse, Reading Intervention Specialist, Social Worker, Teacher
260 Days Worked (07/01/23 - 06/30/24)	227 Days Worked (07/10/23 - 06/06/24)	216 Days Worked (07/19/23 - 05/31/24)	216 Days Worked (07/19/23 - 05/31/24)	206 Days Worked (07/26/23 - 05/24/24)
Regular Plan = 26 Pays (Pay Period 2 - 28)	Regular Plan = 24 Pays (Pay Period 3 - 26)	Regular Plan = 24 Pays (Pay Period 3 - 26)	Regular Plan = 24 Pays (Pay Period 3 - 26)	Regular Plan = 22 Pays (Pay Period 4 - 25)
	Balance Plan = 26 Pays (Pay Period 3 - 26)	Balance Plan = 26 Pays (Pay Period 3 - 26)	Balance Plan = 26 Pays (Pay Period 3 - 26)	Balance Plan = 26 Pays (Pay Period 4 - 25)
Actual Days multiplied by Daily Rate	Regular Plan - Pay Period Gross Pay = Annual Contract Amount divided by 24	Regular Plan - Pay Period Gross Pay = Annual Contract Amount (minus 1st Pay) divided by 23	Regular Plan - Pay Period Gross Pay = Annual Contract Amount (minus 1st Pay) divided by 23	Regular Plan - Pay Period Gross Pay = Annual Contract Amount divided by 22
	Balance Plan - Pay Period Gross Pay = Annual Contract Amount divided by 26 (Pay Period 26 Gross Pay is the equivalent of 3 Pays)	Balance Plan - Pay Period Gross Pay = Annual Contract Amount (minus 1st Pay) divided by 25 (Pay Period 26 Gross Pay is the equivalent of 3 Pays)	Balance Plan - Pay Period Gross Pay = Annual Contract Amount (minus 1st Pay) divided by 25 (Pay Period 26 Gross Pay is the equivalent of 3 Pays)	Balance Plan - Pay Period Gross Pay = Annual Contract Amount divided by 26 (Pay Period 25 Gross Pay is the equivalent of 5 Pays)

Pay Periods:	Pay Periods:	Pay Periods:	Pay Periods:	Pay Periods:
1st Pay (5 Day Pay)				
2nd Pay (10 Day Pay)	1st Pay	1st Pay (3 Day Pay)	1st Pay (3 Day Pay)	
3rd Pay (10 Day Pay)	2nd Pay	2nd Pay	2nd Pay	1st Pay
4th Pay (10 Day Pay)	3rd Pay	3rd Pay	3rd Pay	2nd Pay
5th Pay (10 Day Pay)	4th Pay	4th Pay	4th Pay	3rd Pay
6th Pay (10 Day Pay)	5th Pay	5th Pay	5th Pay	4th Pay
7th Pay (10 Day Pay)	6th Pay	6th Pay	6th Pay	5th Pay
8th Pay (10 Day Pay)	7th Pay	7th Pay	7th Pay	6th Pay
9th Pay (10 Day Pay)	8th Pay	8th Pay	8th Pay	7th Pay
10th Pay (10 Day Pay)	9th Pay	9th Pay	9th Pay	8th Pay
11th Pay (10 Day Pay)	10th Pay	10th Pay	10th Pay	9th Pay
12th Pay (10 Day Pay)	11th Pay	11th Pay	11th Pay	10th Pay
13th Pay (10 Day Pay)	12th Pay	12th Pay	12th Pay	11th Pay
14th Pay (10 Day Pay)	13th Pay	13th Pay	13th Pay	12th Pay
15th Pay (10 Day Pay)	14th Pay	14th Pay	14th Pay	13th Pay
16th Pay (10 Day Pay)	15th Pay	15th Pay	15th Pay	14th Pay
17th Pay (10 Day Pay)	16th Pay	16th Pay	16th Pay	15th Pay
18th Pay (10 Day Pay)	17th Pay	17th Pay	17th Pay	16th Pay
19th Pay (10 Day Pay)	18th Pay	18th Pay	18th Pay	17th Pay
20th Pay (10 Day Pay)	19th Pay	19th Pay	19th Pay	18th Pay
21st Pay (10 Day Pay)	20th Pay	20th Pay	20th Pay	19th Pay
22nd Pay (10 Day Pay)	21st Pay	21st Pay	21st Pay	20th Pay
23rd Pay (10 Day Pay)	22nd Pay	22nd Pay	22nd Pay	21st Pay
24th Pay (10 Day Pay)	23rd Pay	23rd Pay	23rd Pay	22nd Pay (Regular) 22nd-26th Pay (Balance Plan)
25th Pay (10 Day Pay)	24th Pay (Regular) 24th-26th Pay (Balance Plan)	24th Pay (Regular) 24th-26th Pay (Balance Plan)	24th Pay (Regular) 24th-26th Pay (Balance Plan)	
26th Pay (10 Day Pay)				
27th Pay (5 Day Pay)				

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					*CAN BE SUBJECT TO CHANGE				
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3	7/1 - 7/14	7/8 - 7/21	7/17	7/25/2023					
4	7/15 - 7/28	7/22 - 8/4	7/31	8/8/2023	*New Teacher Orientation Pay	1st pay (8 Day Pay)	1st pay (5 Day Pay)	1st pay (6 Day Pay)	1st Pay (4 Day Pay)
5	7/29 - 8/11	8/5 - 8/18	8/14	8/22/2023		2nd Pay	2nd Pay	2nd Pay	2nd Pay
6	8/12 - 8/25	8/19 - 9/1	8/28	9/5/2023		3rd Pay	3rd Pay	3rd Pay	3rd Pay
7	8/26 - 9/8	9/2 - 9/15	9/11	9/19/2023		4th Pay	4th Pay	4th Pay	4th Pay
8	9/9 - 9/22	9/16 - 9/29	9/25	10/3/2023		5th Pay	5th Pay	5th Pay	5th Pay
9	9/23 - 10/6	9/30 - 10/13	10/9	10/17/2023		6th Pay	6th Pay	6th Pay	6th Pay
10	10/7 - 10/20	10/14 - 10/27	10/23	10/31/2023		7th Pay	7th Pay	7th Pay	7th Pay
11	10/21 - 11/3	10/28 - 11/10	11/6	11/14/2023		8th Pay	8th Pay	8th Pay	8th Pay
12	11/4 - 11/17	11/11 - 11/24	11/17	11/28/2023		9th Pay	9th Pay	9th Pay	9th Pay
13	11/18 - 12/1	11/25 - 12/8	12/4	12/12/2023	*Support Staff Longevity Pay; 1st Certified 1/2 Bi-Annual Stipends	10th Pay	10th Pay	10th Pay	10th Pay
14	12/3-12/16	12/9 - 12/22	12/18	12/26/2023		11th Pay	11th Pay	11th Pay	11th Pay
15	N/A	12/23 - 1/5	12/18	1/9/2024	*LT Sub Teachers & Hourly Employee's Projected Hours for 12/16 - 12/20	12th Pay	12th Pay	12th Pay	12th Pay
16	12/17-1/13	1/6 - 1/19	1/16	1/23/2024	Hourly Holiday Pay	13th Pay	13th Pay	13th Pay	13th Pay
17	1/13 - 1/26	1/20 - 2/2	1/29	2/6/2024		14th Pay	14th Pay	14th Pay	14th Pay
18	1/27 - 2/9	2/3 - 2/16	2/12	2/20/2024		15th Pay	15th Pay	15th Pay	15th Pay
19	2/10 - 2/23	2/17 - 3/1	2/26	3/5/2024		16th Pay	16th Pay	16th Pay	16th Pay
20	2/24 - 3/8	3/2 - 3/15	3/11	3/19/2024		17th Pay	17th Pay	17th Pay	17th Pay
21	3/9 - 3/22	3/16 - 3/29	3/25	4/2/2024		18th Pay	18th Pay	18th Pay	18th Pay
22	3/23 - 4/5	3/30 - 4/12	4/8	4/16/2024		19th Pay	19th Pay	19th Pay	19th Pay
23	4/6 - 4/19	4/13 - 4/26	4/22	4/30/2024		20th Pay	20th Pay	20th Pay	20th Pay
24	4/20 - 5/3	4/27 - 5/10	5/6	5/14/2024	*2nd Certified 1/2 Bi-Annual Stipends	21st Pay	21st Pay	21st Pay	21st Pay
25	5/4 - 5/17	5/11 - 5/24	5/20	5/28/2024		22nd Pay (Regular) 22nd-26th Pay (Balance Plan)	22nd Pay (Regular) 22nd-26th Pay (Balance Plan)	22nd Pay (Regular) 22nd-26th Pay (Balance Plan)	22nd Pay (Regular) 22nd-26th Pay (Balance Plan)
26	5/18 - 5/31	5/25 - 6/7	6/3	6/11/2024					
27	6/1 - 6/14	6/8 - 6/21	6/17	6/25/2024					
28	6/15 - 6/30	6/22 - 6/30	7/1	7/9/2024	Final Extra Hours FY 23-24				

Work Calendar M	Work Calendar B	Work Calendar C	Work Calendar D
Media Clerk, LPN	Bus Driver	Child Nutrition Manager	Bus Attendant, CN Worker, COTA, Crossing Guard, IA, Nurse Assistant, PCA, PEER Lead, Reach Associate, SLPA
206 Days Worked (07/26/23 - 05/24/24)	203 Days Worked (07/31/23 - 05/24/24)	204 Days Worked (07/28/23 - 05/24/24)	202 Days Worked (08/01/23 - 05/24/24)
Regular Plan = 22 Pays (Pay Period 4 - 25)	Regular Plan = 22 Pays (Pay Period 4 - 25)	Regular Plan= 22 Pays (Pay Period 4 - 25)	Regular Plan = 22 Pays (Pay Period 4 - 25)
Balance Plan = 26 Pays (Pay Period 4 - 25)	Balance Plan = 26 Pays (Pay Period 4 - 25)	Balance Plan = 26 Pays (Pay Period 4 - 25)	Balance Plan = 26 Pays (Pay Period 4 - 25)
Regular Plan - Pay Period Gross Pay = Annual Contract Amount (minus 1st Pay) divided by 21	Regular Plan - Pay Period Gross Pay = Annual Contract Amount (minus 1st Pay) divided by 21	Regular Plan - Pay Period Gross Pay = Annual Contract Amount (minus 1st Pay) divided by 21	Regular Plan -Pay Period Gross Pay = Annual Contract Amount (minus 1st Pay) divided by 21
Balance Plan - Pay Period Gross Pay = Annual Contract Amount (minus 1st Pay) divided by 25 (Pay Period 25 Gross Pay is the equivalent of 5 Pays)	Balance Plan - Pay Period Gross Pay = Annual Contract Amount (minus 1st Pay) divided by 25 (Pay Period 25 Gross Pay is the equivalent of 5 Pays)	Balance Plan - Pay Period Gross Pay = Annual Contract Amount (minus 1st Pay) divided by 25 (Pay Period 25 Gross Pay is the equivalent of 5 Pays)	Balance Plan - Pay Period Gross Pay = Annual Contract Amount (minus 1st pay) divided by 25 (Pay Period 25 Gross Pay is the equivalent of 5 Pays)