**Lake Wales Charter Schools**

**Payroll Schedule**

**2023-2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **Payroll Period Begins** | **Payroll Period Ends** | **Payroll Totals Due by 9:00 AM** | **Check Date** |
| July 1 | July 6 | July 7 | July 14 |
| July 7 | July 21 | July 24 | July 29  |
| July 22 | August 7 | August 8 | August 15 |
| August 8 | August 23  | August 24 | August 31 |
| August 24 | September 7 | September 8  | September 15 |
| September 8 | September 21  | September 22 | September 29 |
| September 22 | October 4 | October 5 | October 13 |
| October 6 | October 23 | October 24 | October 31  |
| October 24 | November 7 | November 8 | November 15 |
| November 8 | November 15 | November 16 | November 30 |
| Please hold special activity we will process on 12/15/2023 |
| November 16 | December 7 | December 8 | December 15  |
| Please hold special activity we will process on 01/12/2024 | December 31 |
| December 8 | January 4 | January 5 | January 12 |
| January 5 | January 23 | January 24 | January 31  |
| January 24 | February 7 | February 8 | February 15 |
| February 8 | February 21 | February 22 | February 29  |
| February 22 | March 1 | March 4 | March 15 |
| March 2 | March 21 | March 22  | March 29 |
| March 22 | April 6 | April 8 | April 15 |
| April 6 | April 22 | April 23 | April 30  |
| April 23 | May 7 | May 6 | May 15 |
| May 8 | May 22 | May 23  | May 31  |
| May 23 | June 6 | June 7 | June 14 |
| June 7 | June 28(estimate thru 30th) | June 21 | June 30 |

**NO special activity November 30 or December 31.** **June 30 special activity is due June 20th but needs to be estimated thru June 30.**

Highlighted pay dates are special cut-off times due to holidays OR bank deadlines.

Highlighted pay dates are special time card cut-off dates due to the closing of the fiscal year.