

2023-24 9 Month Payroll Calendar

Pay Period Start Date	Pay Period End Date	Timesheets Due In Payroll Office	Payable Days	Unpaid Days	Paid Holidays	Pay Date
First day of School; Monday, Aug 21st						
Monday, August 21, 2023	Tuesday, September 5, 2023	9/7/23	12		9/4	Wednesday, September 20, 2023
Wednesday, September 6, 2023	Wednesday, September 20, 2023	9/22/23	11			Thursday, October 5, 2023
Thursday, September 21, 2023	Thursday, October 5, 2023	10/9/23	10	9/22		Friday, October 20, 2023
Friday, October 6, 2023	Friday, October 20, 2023	10/24/23	11			Friday, November 3, 2023
Saturday, October 21, 2023	Sunday, November 5, 2023	11/7/23	8	10/27, 10/30		Monday, November 20, 2023
Monday, November 6, 2023	Monday, November 20, 2023	11/22/23	10	11/7		Tuesday, December 5, 2023
Tuesday, November 21, 2023	Tuesday, December 5, 2023	12/7/23	9	11/22,24	11/23	Wednesday, December 20, 2023
Wednesday, December 6, 2023	Wednesday, December 20, 2023	12/22/23	11			Friday, January 5, 2024
Thursday, December 21, 2023	Friday, January 5, 2024	1/9/24	2	12/21-22, 12/26-29, 1/2-1/3	12/25, 1/1	Friday, January 19, 2024
Saturday, January 6, 2024	Saturday, January 20, 2024	1/23/24	9	1/12	1/15	Monday, February 5, 2024
Sunday, January 21, 2024	Monday, February 5, 2024	2/7/24	11			Tuesday, February 20, 2024
Tuesday, February 6, 2024	Tuesday, February 20, 2024	2/22/24	10	2/16	2/19	Tuesday, March 5, 2024
Wednesday, February 21, 2024	Tuesday, March 5, 2024	3/7/24	10			Wednesday, March 20, 2024
Wednesday, March 6, 2024	Wednesday, March 20, 2024	3/22/24	11			Friday, April 5, 2024
Thursday, March 21, 2024	Friday, April 5, 2024	4/9/24	6	3/22, 3/25-29		Friday, April 19, 2024
Saturday, April 6, 2024	Saturday, April 20, 2024	4/23/24	10			Friday, May 3, 2024
Sunday, April 21, 2024	Sunday, May 5, 2024	5/7/24	9	4/22		Monday, May 20, 2024
Monday, May 6, 2024	Monday, May 20, 2024	5/22/24	11			Wednesday, June 5, 2024
Tuesday, May 21, 2024	Wednesday, June 5, 2024	6/7/24	6		5/27	Thursday, June 20, 2024
Thursday, June 6, 2024	Thursday, June 20, 2024	6/21/24				Friday, July 5, 2024

PLEASE NOTE: TIMESHEETS ARE DUE IN PAYROLL PRIOR TO THE END OF THE PAYDATE TO ACCOMMODATE HOLIDAYS AND END OF THE SCHOOL YEAR

9 Month Calendar is Applicable for 9-Month Employees ONLY

PLEASE NOTE: Timesheets not in the payroll office on the due date will NOT be paid. They will be paid on the next pay date.

Timesheets must be approved by the appropriate supervisor to be eligible for payment.

All time will be paid according to the approved time in Novatime; please review your time before it is due to ensure accuracy.

9 Month Staff are not paid for snow days or any day's school is not in session except for the Holidays approved by the SAB.

The last day of school is expected to be May 28, 2024. The pay days of June 20 and July 5 are included in the event of exceeding our snow days.

Unpaid Days: Dates that students are NOT in attendance and 9 month staff are not required to work.