

## 2022-23 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 22nd						
Sunday, August 21, 2022	Monday, September 05, 2022	9/7/22	11		9/5	Tuesday, September 20, 2022
Tuesday, September 06, 2022	Tuesday, September 20, 2022	9/22/22	11			Wednesday, October 05, 2022
Wednesday, September 21, 2022	Wednesday, October 05, 2022	10/7/22	10	9/23		Thursday, October 20, 2022
Thursday, October 06, 2022	Thursday, October 20, 2022	10/24/22	11			Friday, November 04, 2022
Friday, October 21, 2022	Saturday, November 05, 2022	11/8/22	8	10/28, 10/31,11/1		Friday, November 18, 2022
Sunday, November 06, 2022	Sunday, November 20, 2022	11/22/22	10			Monday, December 05, 2022
Monday, November 21, 2022	Monday, December 05, 2022	12/7/22	9	11/23,25	11/24	Tuesday, December 20, 2022
Tuesday, December 06, 2022	Tuesday, December 20, 2022	12/12/22	9	12/19-12/20		Thursday, January 05, 2023
Wednesday, December 21, 2022	Thursday, January 05, 2023	1/9/23	3	12/21-23, 12/26-30, 1/2		Friday, January 20, 2023
Friday, January 06, 2023	Friday, January 20, 2023	1/23/23	11		1/16	Friday, February 03, 2023
Saturday, January 21, 2023	Sunday, February 05, 2023	2/7/23	10			Friday, February 17, 2023
Monday, February 06, 2023	Monday, February 20, 2023	2/22/23	10	2/17	2/20	Friday, March 03, 2023
Tuesday, February 21, 2023	Sunday, March 05, 2023	3/7/23	9			Monday, March 20, 2023
Monday, March 06, 2023	Monday, March 20, 2023	3/22/23	10	3/20		Wednesday, April 05, 2023
Tuesday, March 21, 2023	Wednesday, April 05, 2023	4/7/23	7	3/21-24, 3/31		Thursday, April 20, 2023
Thursday, April 06, 2023	Thursday, April 20, 2023	4/24/23	11		4/7	Friday, May 05, 2023
Friday, April 21, 2023	Friday, May 05, 2023	5/8/23	11			Friday, May 19, 2023
Saturday, May 06, 2023	Saturday, May 20, 2023	5/23/23	10			Monday, June 05, 2023
Sunday, May 21, 2023	Monday, June 05, 2023	6/7/23	6		5/29	Tuesday, June 20, 2023
Tuesday, June 06, 2023	Tuesday, June 20, 2023	6/22/23				Wednesday, July 05, 2023

**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 days school is not in session except for the Holidays approved by the SAB.**

**The last day of school is expected to be May 26, 2023. 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.**