



## 2023-2024 PAYROLL VOUCHER SCHEDULE

	<b>PAYCHECK DATE</b>	<b>Payroll Period FROM</b>	<b>Payroll Period TO</b>	<b>Electronic Timesheet Submission From Employee Due Date</b>	<b>Electronic Timesheet Submission From Approver Due Date</b>
1	Friday, Jul 28, 2023	7/01/2023	7/15/2023	7/15/2023	7/18/2023
2	Tuesday, Aug 15, 2023	7/16/2023	7/31/2023	7/31/2023	8/2/2023
3	Wednesday, Aug 30, 2023	8/1/2023	8/15/2023	8/15/2023	8/17/2023
4	Friday, Sep 15, 2023	8/16/2023	8/31/2023	8/31/2023	9/5/2023
5	Friday, Sep 29, 2023	9/1/2023	9/15/2023	9/15/2023	9/19/2023
6	Friday, Oct 13, 2023	9/16/2023	9/30/2023	9/30/2023	10/3/2023
7	Monday, Oct 30, 2023	10/1/2023	10/15/2023	10/15/2023	10/17/2023
8	Wednesday, Nov 15, 2023	10/16/2023	10/31/2023	10/31/2023	11/2/2023
9	Thursday, Nov 30, 2023	11/1/2023	11/15/2023	11/15/2023	11/17/2023
10	Friday, Dec 15, 2023	11/16/2023	11/30/2023	11/30/2023	12/4/2023
11	Wednesday, Dec 20, 2023*	-----	-----	-----	-----
12	Friday, Jan 12, 2024	12/1/2023	12/31/2023	12/31/2023	1/3/2024
13	Tuesday, Jan 30, 2024	1/1/2024	1/15/2024	1/15/2024	1/17/2024
14	Thursday, Feb 15, 2024	1/16/2024	1/31/2024	1/31/2024	2/2/2024
15	Thursday, Feb 29, 2024	2/1/2024	2/15/2024	2/15/2024	2/20/2024
16	Friday, Mar 15, 2024	2/16/2024	2/29/2024	2/29/2024	3/4/2024
17	Thursday, Mar 28, 2024	3/1/2024	3/15/2024	3/15/2024	3/19/2024
18	Thursday, Apr 15, 2024	-----	-----	-----	-----
19	Tuesday, Apr 30, 2024	3/16/2024	4/15/2024	4/15/2024	4/17/2024
20	Wednesday, May 15, 2024	4/16/2024	4/30/2024	5/2/2024	5/6/2024
21	Thursday, May 30, 2024	5/1/2024	5/15/2024	5/15/2024	5/17/2024
22	Friday, Jun 14, 2024	5/16/2024	5/31/2024	5/31/2024	6/4/2024
23	Friday, Jun 28, 2024	6/1/2024	6/15/2024	6/15/2024	6/18/2024
24	Monday, Jul 15, 2024	6/16/2024	6/30/2024	6/30/2024	7/2/2024

\* Pay date subject to changes per the 2023-2024 approved district calendar.

**Note:** Please refrain from holding payroll vouchers. Payroll vouchers should be turned in bi-monthly and paid in the appropriate period. It is important that employees follow the above schedule in order for the Payroll Department to have adequate time to process payroll.