

2023-2024

Substitute Cutoff Schedule for Payroll Documentation

Pay Period	Due date for FINAL APPROVAL for all time cards, absences, extra duty, etc.	Pay Date
Aug 5 - Aug 11 Aug 12 - Aug 18 Aug 19 - Aug 25	08/15/2023 08/22/2023 08/29/2023	9/15/2023
Aug 26 - Sept 1 Sept 2 - Sept 8	09/05/2023 09/12/2023	9/29/2023
Sept 9 - Sept 15 Sept 16 - Sept 22	09/19/2023 09/26/2023	10/13/2023
Sept 23 - Sept 29 Sept 30 - Oct 6	10/03/2023 10/10/2023	10/31/2023
Oct 7 - Oct 13 Oct 14 - Oct 20	10/17/2023 10/24/2023	11/15/2023
Oct 21 - Oct 27 Oct 28 - Nov 3	10//2023 11/07/2023	11/30/2023
Nov 4 - Nov 10 Nov 11 - Nov 17 Nov 18 - Nov 24	11/14/2023 11/21/2023 11/28/2023	12/15/2023
Nov 25 - Dec 1 Dec 2 - Dec 8	12/05/2023 12/12/2023	12/29/2023
Dec 9 - Dec 15 Dec 16 - Dec 22 Dec 23 - Dec 29	01/02/2024 01/02/2024 01/02/2024	1/15/2024
Dec 30 - Jan 5, 2024 Jan 6 - Jan 12	01/09/2024 01/16/2024	1/31/2024
Jan 13 - Jan 19 Jan 20 - Jan 26	01/23/2024 01/30/2024	2/15/2024
Jan 27 - Feb 2 Feb 3 - Feb 9	02/06/2024 02/13/2024	2/29/2024

2023-2024

Substitute Cutoff Schedule for Payroll Documentation

Pay Period	Due date for FINAL APPROVAL for all time cards, absences, extra duty, etc.	Pay Date
Feb 10 - Feb 16 Feb 17 - Feb 23	02/20/2024 02/27/2024	3/15/2024
Feb 24 - March 1 March 2 - March 8 March 9 - March 15	03/05/2024 03/12/2024 03/19/2024	3/29/2024
March 16 - March 22 March 23 - March 29	03/26/2024 04/02/2024	4/15/2024
March 30 - April 5 April 6 - April 12	04/09/2024 04/16/2024	4/30/2024
April 13 - April 19 April 20 - April 26	04/23/2024 04/30/2024	5/15/2024
April 27 - May 3 May 4 - May 10	05/07/2024 05/14/2024	5/31/2024
May 11 - May 17 May 18 - May 24	05/21/2024 05/28/2024	6/15/2024
May 25 - May 31 June 1 - June 7	06/04/2024 06/11/2024	6/28/2024
June 8 - June 14 June 15 - June 21	06/18/2024 06/25/2024	7/15/2024
June 22 - June 28 June 29 - July 5	07/02/2024 07/09/2024	7/31/2024
July 6 - July 12 July 13 - July 19	07/16/2024 07/23/2024	8/15/2024
July 20 - July 26 July 27 - Aug 2	07/30/2024 08/06/2024	8/30/2024