



## PAYROLL CALENDAR: 2023-2024

	<b>Pay #</b>	<b>Period Begin</b>	<b>① Period End &amp; Timesheets Due</b>	<b>② Payroll Cutoff Date</b>	<b>Pay Day</b>	
2022-2023	1	06/11/23	06/24/23	06/30/23	07/07/23	
	2	06/25/23	07/08/23	07/14/23	07/21/23	
	3	07/09/23	07/22/23	07/28/23	08/04/23	
	4	07/23/23	08/05/23	08/14/23	08/21/23	
2023-2024	5	08/06/23	08/22/23	08/29/23	09/05/23	
	6	08/23/23	09/06/23	09/14/23	09/21/23	*
	7	09/07/23	09/22/23	09/29/23	10/06/23	*
	8	09/23/23	10/07/23	10/16/23	10/23/23	*
	9	10/08/23	10/24/23	11/01/23	11/08/23	*
	10	10/25/23	11/09/23	11/15/23	11/22/23	*
	11	11/10/23	11/23/23	12/01/23	12/08/23	*
	12	11/24/23	12/09/23	12/15/23	12/22/23	*
	13	12/10/23	12/23/23	01/01/24	01/08/24	*
	14	12/24/23	01/09/24	01/16/24	01/23/24	*
	15	01/10/24	01/24/24	02/01/24	02/08/24	*
	16	01/25/24	02/09/24	02/16/24	02/23/24	*
	17	02/10/24	02/24/24	03/01/24	03/08/24	*
	18	02/25/24	03/09/24	03/15/24	03/22/24	*
	19	03/10/24	03/23/24	04/01/24	04/08/24	*
	20	03/24/24	04/09/24	04/16/24	04/23/24	*
	21	04/10/24	04/24/24	05/01/24	05/08/24	*
	22	04/25/24	05/09/24	05/16/24	05/23/24	*
	23	05/10/24	05/24/24	05/31/24	06/07/24	*
	24	05/25/24	06/08/24	06/17/24	06/24/24	
	1	06/09/24	06/25/24	07/01/24	07/08/24	
	2	06/26/24	07/09/24	07/16/24	07/23/24	
	3	07/10/24	07/24/24	08/01/24	08/08/24	
	4	07/25/24	08/09/24	08/16/24	08/23/24	

- ① Timesheets must be submitted to your administrator by this date in order to be included in payroll. If your timesheet is late *for any reason* you must complete an InformedK12 Payroll Check Request and notify both your administrator and payroll. Failure to do so may result in your pay being delayed to the next payroll date.
- ② All payroll items including: W4 changes, direct deposit changes, missed timesheets, and check requests must be received by payroll by this date in order to be processed on the upcoming paycheck.
- \* Pay days marked will include Health Insurance Deductions

*Dates after 7/1/24 are tentative and subject to change.*