

*Employees SUBMIT electronic timesheets on Pay Period End date**

Month of Pay	Pay Period Begins - Ends	Paper Timesheet Payroll Office Deadline	Timecard Online Pay Period Closes	Pay Date
Year-end accrual (2301108)	9/1/22- 8/31/23	9/5/23	9/8/23	9/15/23
September (2301009)	9/1/23 – 9/9/23	9/12/23	9/15/23	9/29/23
October (2301010)	9/10/23 - 10/7/23	10/10/23	10/13/23	10/31/23
November (2301011)	10/8/23 - 11/4/23	11/7/23	11/9/23	11/30/23
December (2301012)	11/5/23 – 12/2/23	12/5/23	12/8/23	12/29/23
January (2401001)	12/3/23 - 1/6/24	1/9/24	1/12/24	1/31/24
February (2401002)	1/7/24 – 2/3/24	2/6/24	2/9/24	2/29/24
March (2401003)	2/4/24 – 3/2/24	3/5/24	3/8/24	3/29/24
April (2401004)	3/3/24 – 4/6/24	4/9/24	4/12/24	4/30/24
May (2401005)	4/7/24 – 5/4/24	5/7/24	5/10/24	5/31/24
June (2401006)	5/5/24 – 6/1/24	6/4/24	6/7/24	6/28/24
July (2401007)	6/2/24 – 6/20/24*	6/25/24	6/28/24	7/31/24
August (2401008)	6/21/24 – 8/3/24	8/6/24	8/9/24	8/30/24

**school year employees submit electronic timecards on last day of school*