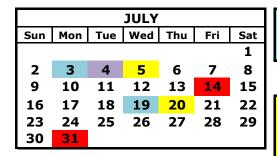
2023-2024 Admin Secretary Payroll Calendar



	AUGUST							
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

SEPTEMBER									
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17	18	19	20	21	22	23			
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						'			

	OCTOBER								
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22	23	24	25	26	27	28			
29	30	31							
			•						

NOVEMBER							
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		DE	CEMB	ER		
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Deadline for submission of changes requiring Budget action

Deadline for entry and approval of employee leave & additional time Expense reimbursement requests must be entered & approved

Pay Day

Holiday

First / Last day of school for teachers



Notes:

- * HR Absence Management files due one working day after yellow deadline
- * Internal positions are posted for at least 7 work days
- * Start date determined by HR after confirmation with school
- * All leave entries for May must be entered and approved by May 21st * All leave entries for June must be entered and approved by June 19th

JANUARY										
Sun	Mon	Mon Tue Wed Thu Fri Sat								
	1	2	3	4	5	6				
7	8	9	10	11	12	13				
14	15	16	17	18	19	20				
21	22	23	24	25	26	27				
28	29	30	31							

FEBRUARY									
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11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29					

MARCH								
Sun	Mon	Tue	Fri	Sat				
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31						•		

APRIL								
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
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21	22	23	24	25	26	27		
28	29	30						
			-					

MAY							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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19	20	21	22	23	24	25	
26	27	28	29	30	31		

	Multiple payrolls are being processed	
-	these weeks.	—,
Ti	mely submission of information is critica	al.
	/14 & 12/15 are the regular semi-montl	,
pay	rolls. Substitute time entries due 12/18	to
en	sure employees are paid on time for ho	ırs

worked from 12/1 - 12/15 on Dec. 21st.

JUNE						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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23	24	25	26	27	28	29
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