

**23-24 PAYROLL REPORTING SCHEDULE**

Revised 6/1/2023, 6/28/2023

**2023-2024**

	# of	# of	**Reporting		Due in	Paydate	Pay	# of
	Days	Days	Period					
*Pay Period	Inst.	Other	Begin	End				
Jul 1 - 31		21	7/1	7/14	7/19	Jul 31	Mon	2
Aug 17- Sept 15 (1/2)	21.5	23	7/15	8/4	8/10	Aug 31	Thurs	3
Sept 15 (1/2) - Oct 16	21.5	21	8/5	9/1	9/7	Sept 29	Fri	4
Oct 17 - Nov 15 (1/2)	21.5	22	9/2	9/29	10/5	Oct 31	Tues	4
Nov 15 (1/2) - Dec 14	21.5	22	9/30	10/27	11/2	Nov 30	Thurs	4
Dec 15 - Jan 15 (1/2)	21.5	21	10/28	11/24	11/30	Dec 19	Tues	4
Jan 15 (1/2) - Feb 13	21.5	23	11/25	12/29	1/4	Jan 31	Wed	5
Feb 14 - Mar 14 (1/2)	21.5	21	12/30	1/26	2/1	Feb 29	Thurs	4
Mar 14 (1/2) - Apr 12	21.5	21	1/27	3/1	3/7	Mar 29	Fri	5
Apr 13 - May 14 (1/2)	21.5	22	3/2	4/5	4/10	Apr 30	Tues	5
May 14 (1/2) - June 12	21.5	23	4/6	5/3	5/9	May 31	Fri	4
10 month Hourly			5/4	6/12	6/13	June 21	Fri	5w3d
11 & 12 month employees		20	5/4	6/14	6/17	June 21	Fri	6wks
<b>Final Timesheets</b>								
Projected 11 & 12 month			6/15	6/30	6/14	Paid Jun 21		2w
Final 11 & 12 month			6/15	6/30	7/1	Paid Jun 21		2w
<b>*Pay Period:</b>								
10-Month Instructional personnel are paid for 21.5 days per pay period August - May.								
10 month <b>salaried</b> employees are paid for the dates in the <b>Pay Period</b> range and will be paid August - May.								
<b>**Reporting Period:</b>								
<b>SUBSTITUTE TEACHERS and HOURLY EMPLOYEES are paid monthly for the Reporting Period range.</b>								
Absences for ALL employees are reported using the Reporting Period date range.								
Dillard Academy teachers, 11 and 12 month employees are paid from the first to the last day of each calendar month.								
Dillard Academy teachers will continue 12 month pay.								