

SUPPLEMENTAL PAY/LEAVE POSTING PERIODS**

MONTHLY CUT-OFF DATES **2022-2023 SCHOOL YEAR**

<u>PAYROLL PERIOD</u>	<u>DUE BY NOON</u>	<u>PAY DATE</u>
Aug. 1 - Aug. 31	Sept. 1	Sept. 15
Sept. 1 - Sept. 30	Oct. 3	Oct. 14
Oct. 1 - Oct. 31	Nov. 1	Nov. 15
Nov. 1 - Nov. 30	Dec. 1	Dec. 15
Dec. 1 - Dec. 11	Dec. 12	January 13
Dec. 12 - January 31	Feb. 1	Feb. 15
Feb. 1 - Feb. 19	Feb. 20	March 15
Feb. 20 - March 31	April 3	April 14
April 1 - April 30	May 2	May 15
May 1 - May 31	June 1	June 15
June 1 - June 18	June 19	July 13
June 19 - July 31	Aug. 1	Aug. 15

**PLEASE TURN IN ALL REPORTS ONCE A WEEK AND
ON THE DUE DATE**

**** True Time timesheets: Due weekly on Monday.
Supervisors: Please approve by noon on Tuesday.**