

## FY 2023/2024 PAY DATE SCHEDULE

Reporting Period	Pay Date
June 10 - June 30	July 14, 2023*
July 1 - July 14	July 31, 2023*
July 15 - July 28	August 15, 2023*
July 29 - August 11	August 31, 2023
August 12 - August 25	September 15, 2023
August 26 - September 8	September 29, 2023
September 9 - September 22	October 13, 2023
September 23 - October 13	October 31, 2023
October 14 - October 27	November 15, 2023
October 28 - November 10	November 30, 2023
November 11 - November 24	December 15, 2023
November 25 - December 8	<b>December 21, 2023</b>
December 9 - December 29	January 12, 2024
December 30 - January 12	January 31, 2024
January 13 - January 26	February 15, 2024
January 27 - February 9	February 29, 2024
February 10 - February 23	March 15, 2024
February 24 - March 8	March 29, 2024
March 9 - March 22	April 15, 2024
March 23 - April 12	April 30, 2024
April 13 - April 26	May 15, 2024
April 27 - May 10	May 31, 2024
May 11 - May 24	June 14, 2024
May 25 - June 7	June 28, 2024
June 8 - June 28	July 15, 2024*
June 29 - July 12	July 31, 2024*
July 13 - July 26	August 15, 2024*

12-month employees paycheck dates: July 14, 2023 – June 28, 2024

Less than 12-month employees paycheck dates: August 31, 2023 – August 15, 2024

\* Pay Dates denotes Summer pay checks

Highlighted Reporting Period date range denotes 3 week payroll reporting periods.

Bold Print Pay Dates denotes exceptions to the 15th and last day of the month pay date schedule due to holiday office closures. All other pay dates reflect the actual date unless the pay date falls on a weekend or holiday.

Insurance premiums will be deducted based on the beginning and end dates of your pay cycle and on the number of days worked.

Note: All salaries are annualized. The reporting periods listed are used as cut-off dates for reporting absences, docked days, overtime, stipends, ESS and compensating substitute employees. Reporting periods and/or pay dates are subject to change as necessary to allow for holidays and/or other scheduled breaks.

**STAFF CONTACT:** Rodney Jackson, Executive Director of Financial Accounting and Benefits Services 859-381-4141

**Related Policies:** 03.121, 03.221