

## 2023-2024 SEMI-MONTHLY PAYROLL SCHEDULE Auxiliary Departments Only

## TIMESHEETS DUE TO PAYROLL EVERY TUESDAY

Pay Period	Pay Date	
08/12/2023 - 08/25/2023	9/15/2023	
08/26/2023 - 09/15/2023	9/29/2023	3 weeks
09/16/2023 - 09/29/2023	10/13/2023	
09/30/2023 - 10/13/2023	10/31/2023	
10/14/2023 - 10/27/2023	11/15/2023	
10/28/2023 - 11/10/2023	11/30/2023	
11/11/2023 - 11/24/2023	12/15/2023	
11/25/2023 - 12/08/2023	12/21/2023	
12/09/2023 - 12/29/2023	1/12/2024	3 weeks
12/30/2023 - 01/12/2024	1/31/2024	
01/13/2024 - 01/26/2024	2/15/2024	
01/27/2024 - 02/09/2024	2/29/2024	
02/10/2024 - 02/23/2024	3/08/2024	
02/24/2024 - 03/15/2024	3/28/2024	3 weeks
03/16/2024 - 03/29/2024	4/15/2024	
03/30/2024 - 04/12/2024	4/30/2024	
04/13/2024 - 04/26/2024	5/15/2024	
04/27/2024 - 05/17/2024	5/31/2024	3 weeks
05/18/2024 - 05/31/2024	6/14/2024	
06/01/2024 - 06/14/2024	6/28/2024	
06/15/2024 - 06/28/2024	7/15/2024	
06/29/2024 - 07/12/2024	7/31/2024**	
07/13/2024 - 07/26/2024	8/15/2024**	
07/27/2024 - 08/16/2024	8/30/2024**	3 weeks

<sup>\*\*</sup>Please note: July & August pay periods will look different depending on when your 23-24 contract ends and your 24-25 begins.

The following items must be provided to payroll by the <u>3rd business day of the month</u> to be upated/included with that months pay run: Direct Deposit forms, W-4 forms, and changes to benefits/deductions.