

# 2023 / 2024

## Payroll Processing

### NT = Non Teaching

Semi-Monthly Payroll Periods  
1<sup>st</sup> – 15<sup>th</sup>  
and  
16<sup>th</sup>-End of Month  
**Work Week = Monday to Sunday**

## Payroll Due Dates

**Please have your Skyward and Frontline reports completely reconciled before sending them to the payroll office**

## NT Timesheets and Spreadsheets Due

09/05/23	Timesheets	Covers Aug 16-31	Pay Date	09/15/23
09/19/23	Timesheets	Covers Sept 01-15	Pay Date	09/29/23
10/03/23	Timesheets	Covers Sept 16-30	Pay Date	10/13/23
10/17/23	Timesheets	Covers Oct 01-15	Pay Date	10/30/23
11/03/23	Timesheets	Covers Oct 16-31	Pay Date	11/15/23
11/17/23	Timesheets	Covers Nov 01-15	Pay Date	11/30/23
12/01/23	Timesheets	Covers Nov 16-30	Pay Date	12/15/23
12/18/23	Timesheets	Covers Dec 01-15	Pay Date	12/29/23
01/03/24	Timesheets	Covers Dec 16-31	Pay Date	01/12/24
01/16/24	Timesheets	Covers Jan 01-15	Pay Date	01/30/24
02/02/24	Timesheets	Covers Jan 16-31	Pay Date	02/15/24
02/16/24	Timesheets	Covers Feb 01-15	Pay Date	02/29/24
03/01/24	Timesheets	Covers Feb 16-28	Pay Date	03/15/24
03/18/24	Timesheets	Covers Mar 01-15	Pay Date	03/29/24
04/03/24	Timesheets	Covers Mar 16-31	Pay Date	04/15/24
04/17/24	Timesheets	Covers Apr 01-15	Pay Date	04/30/24
05/03/24	Timesheets	Covers Apr 16-30	Pay Date	05/15/24
05/17/24	Timesheets	Covers May 01-15	Pay Date	05/30/24
06/04/24	Timesheets	Covers May 16-31	Pay Date	06/14/24
06/18/24	Timesheets	Covers Jun 01-15	Pay Date	06/28/24
07/02/24	Timesheets	Covers Jun 16-30	Pay Date	07/15/24
07/17/24	Timesheets	Covers Jul 01-15	Pay Date	07/30/24
08/02/24	Timesheets	Covers Jul 16-31	Pay Date	08/15/24
08/16/24	Timesheets	Covers Aug 01-15	Pay Date	08/30/24

# 2023 / 2024

## Payroll Processing CERT = Certified Staff

1<sup>st</sup> – End of Month - Payroll issued on the 20<sup>th</sup> of the following month

**Work Week = Monday to Sunday**

### Payroll Due Dates

**Please have your Skyward and Frontline reports completely reconciled by the 3rd of each month.**

**Cathy Boser will pull the AESOP/Frontline Report Writer Certified Monthly Report for review by Lacie Mattheisen and Jaclyn Taylor around the 4<sup>th</sup>.**

**Time sheets should be sent to payroll by due dates listed below**

**(even if your spreadsheet is not ready)**

**Scan timesheets and put in the shared google drive.**

**Wait for all clear from Payroll manager before submitting your signed spreadsheets**

### CERT Timesheets Due

09/06/23	Timesheets	Covers	Aug 1-31	Pay Date	09/20/23
10/06/23	Timesheets	Covers	Sept 1-30	Pay Date	10/20/23
11/06/23	Timesheets	Covers	Oct 1-31	Pay Date	11/20/23
12/06/23	Timesheets	Covers	Nov 1-30	Pay Date	12/20/23
01/05/24	Timesheets	Covers	Dec 1-31	Pay Date	01/19/24
02/05/24	Timesheets	Covers	Jan 1-31	Pay Date	02/20/24
03/06/24	Timesheets	Covers	Feb 1-29	Pay Date	03/20/24
04/05/24	Timesheets	Covers	Mar 1-31	Pay Date	04/19/24
05/06/24	Timesheets	Covers	Apr 1-30	Pay Date	05/20/24
06/06/24	Timesheets	Covers	May 1-31	Pay Date	06/20/24
07/05/24	Timesheets	Covers	June 1-30	Pay Date	07/19/24
08/05/24	Timesheets	Covers	July 1-31	Pay Date	08/20/24