

## Herricks Public Schools Payroll Schedule for 2023-2024

		Time Sheets		
12 Month	10 Month	Period Covered (A)	Due Date to Payroll Dept (B)	Pay Date
1		6/16/23 - 6/30/23	7/3/2023	7/14/2023
2		7/1/23 - 7/14/23	7/17/2023	7/31/2023
3		7/15/23 - 7/31/23	8/1/2023	8/15/2023
4		8/1/23 - 8/15/23	8/16/2023	8/31/2023
5	1	8/16/23 - 8/31/23	9/1/2023	9/15/2023
6	2	9/1/23 - 9/15/23	9/18/2023	9/29/2023
7	3	9/16/23 - 9/30/23	10/2/2023	10/13/2023
8	4	10/1/23 - 10/13/23	10/16/2023	10/31/2023
9	5	10/14/23 - 10/31/23	11/1/2023	11/15/2023
10	6	11/1/23 - 11/15/23	11/16/2023	11/30/2023
11	7	11/16/23 - 11/30/23	12/1/2023	12/15/2023
12	8	12/1/23 - 12/13/23	12/13/2023 **	12/22/2023
13	9	12/14/23 - 12/31/23	1/2/2024	1/12/2024
14	10	1/1/24 - 1/12/24	1/16/2024	1/31/2024
15	11	1/13/24 - 1/31/24	2/1/2024	2/15/2024
16	12	2/1/24 - 2/9/24	2/9/2024 **	2/29/2024
17	13	2/10/24 - 2/29/24	3/1/2024	3/15/2024
18	14	3/1/24 - 3/15/24	3/18/2024	3/27/2024
19	15	3/16/24 - 3/31/24	4/1/2024	4/15/2024
20	16	4/1/24 - 4/11/24	4/11/2024 **	4/30/2024
21	17	4/12/24 - 4/30/24	5/1/2024	5/15/2024
22	18	5/1/24 - 5/15/24	5/16/2024	5/31/2024
23	19	5/16/24 - 5/31/24	6/3/2024	6/14/2024
24	20	6/1/24 - 6/14/24	6/18/2024	6/28/2024
		6/15/24 - 6/30/24	7/1/2024	7/15/2024

**(A)** - Time sheets should only be for work performed during the days in the period covered.

**(B)** - Properly approved time sheets must be submitted to the Payroll Department **by 1pm** on due date. Appropriate time should be given to allow for proper approvals as indicated on respective time sheet.

Time sheets for Athletic Dept, Summer Programs, Chaperones, etc. will be processed as received. Appropriate time should be given to those time sheets which must be approved by the respective Assistant Superintendent prior to processing by the Payroll Department.

Please note there may be a one pay period lag for pay changes to take affect following a Board of Education appointment.

\* - First benefit deduction for September and 10 month employees.

\*\* - Due to the upcoming Recess break, time sheets are due to Payroll Dept by **end of work day**.