

**PAYROLL CALENDAR  
2023-2024**

<b>PAY DATES</b>	<b>PR CUTOFF</b>	<b>DATES INCLUDE</b>	<b>Notes</b>	<b>12m</b>	<b>10m/22</b>	<b>10m/26</b>
	4:00 P.M.	Hourly & Extra Duty				
7/7/23	6/27/23	06/10/2023-06/23/2023	1st Pay 12 Month Staff	26		
7/21/23	7/11/23	06/24/2023-07/07/2023		25		
8/4/23	7/25/23	07/08/2023-07/21/2023		24		
8/18/23	8/8/23	07/22/2023-08/04/2023		23		
9/1/23	8/22/23	08/05/2023-08/18/2023	1st Pay 10 Month Staff Insurance (22 ded) 1st Dues IFT/ESP (20 ded)	22	22	26
9/15/23	9/5/23	08/19/2023-09/01/2023		21	21	25
9/29/23	9/19/23	09/02/2023-09/15/2023	FSA (20 ded) OE	20	20	24
10/13/23	10/3/23	09/16/2023-09/29/2023		19	19	23
10/27/23	10/17/23	09/30/2023-10/13/2023		18	18	22
11/9/23	10/31/23	10/14/2023-10/27/2023	Early Run /Veteran's day	17	17	21
11/24/23	11/15/23	10/28/2023-11/10/2023	1st Semester Lane Changes	16	16	20
12/8/23	11/28/23	11/11/2023-11/24/2023	Excess Life	15	15	19
12/22/23	12/13/23	11/25/2023-12/08/2023	EARLY RUN	14	14	18
1/5/2024	*12/26/23 - SBB	12/09/2023-12/22/2023	IMRF Rate Change	13	13	17
1/19/24	1/9/24	12/23/2023-01/05/2024	1ST SEMESTER EXT. SERVICE	12	12	16
2/2/24	1/23/24	01/06/2024-01/19/2024		11	11	15
2/16/24	2/6/24	01/20/2024-02/02/2024		10	10	14
3/1/24	2/20/24	02/03/2024-02/16/2024		9	9	13
3/15/24	3/5/24	2/17/2024-03/01/2024	2nd Semester Lane Changes	8	8	12
3/29/24	3/19/24	03/02/2024-03/15/2024		7	7	11
4/12/24	4/2/24	03/16/2024-03/29/2024		6	6	10
4/26/24	4/16/24	03/30/2024-04/12/2024		5	5	9
5/10/24	4/30/24	04/13/2024-04/26/2024	Excess Life	4	4	8
5/24/24	5/14/24	04/27/2024-05/10/2024	Mentor & Induction 2ND SEMESTER EXT. SERVICE Final Dues	3	3	7
6/7/24	5/28/24	05/11/2024-05/24/2024		2	2	6
6/21/24	6/11/24	05/25/2024-06/07/2024 Certified Clean Up through 6/30	Final Health, Final FSA	1	1	5
						4
<b>Please follow this schedule when submitting payroll related information.</b>						
Column 1 lists the pay dates in the 2023-2024 fiscal year.						
<b>Column 2 lists the dates and time that payroll related information must be RECEIVED BY PAYROLL.</b>						
Column 3 lists the corresponding pay periods for staff members paid from time sheets, i.e. reg. hrs, overtime, etc.						
<b>*Please note the 1/5/2024 Payroll - these timesheet need to be sent before leaving for Winter Break</b>						