

## PAYROLL SCHEDULE 2023

The district is considered a monthly remitter by the Internal Revenue Service. As such, earnings must be reported during the period in which they are earned. Employees must promptly turn in timecards to the Timekeeper, who must enter time daily whenever possible and avoid waiting until the deadline date to enter hours, absences and leave.

| <b>PAY DAY</b>     | <b>ON/OFF CYCLE</b> | <b>EARNINGS &amp; TIMEKEEPER DEADLINES</b>   |
|--------------------|---------------------|--|
| January 10, 2023   | OFF                 | All hourly earnings to be reported by 5:00pm, Tuesday, January 3, 2023   |
| January 31, 2023   | ON                  | Monthly salaried earnings for January 1-31, plus all hourly earnings to be reported by 5:00pm, Tuesday, January 17, 2023                     |
| February 10, 2023  | OFF                 | All hourly earnings to be reported by 5:00pm, Wednesday, February 1, 2023  |
| February 28, 2023  | ON                  | Monthly salaried earnings for February 1-28, 2023, plus all hourly earnings to be reported by 5:00pm, Thursday, February 16, 2023            |
| March 10, 2023     | OFF                 | All hourly earnings to be reported by 5:00pm, Wednesday, March 1, 2023   |
| March 31, 2023     | ON                  | Monthly salaried earnings for March 1-31, 2023, plus all hourly earnings to be reported by 5:00pm, Thursday, March 16, 2023                  |
| April 10, 2023     | OFF                 | All hourly earnings to be reported by 5:00pm, Monday, April 3, 2023  |
| April 28, 2023     | ON                  | Monthly salaried earnings for April 1-30, plus all hourly earnings to be reported by 5:00pm, Monday, April 17, 2023                          |
| May 10, 2023       | OFF                 | All hourly earnings to be reported by 5:00pm, Monday, May 1, 2023  |
| May 31, 2023       | ON                  | Monthly salaried earnings for May 1-31, plus all hourly earnings to be reported by 5:00pm, Tuesday, May 16, 2023                             |
| June 9, 2023       | OFF                 | All hourly earnings to be reported by 5:00pm, Thursday, June 1, 2023   |
| June 30, 2023      | ON                  | Monthly salaried earnings for June 1-30, plus all hourly earnings to be reported by 5:00pm, Friday, June 16, 2023                            |
| July 10, 2023      | OFF                 | All hourly earnings to be reported by 5:00pm, Monday, July 3, 2023   |
| July 31, 2023      | ON                  | Monthly salaried earnings for July 1-31, plus all hourly earnings to be reported by 5:00pm, Monday, July 17, 2023                            |
| August 10, 2023    | OFF                 | All hourly earnings to be reported by 5:00pm, Tuesday, August 1, 2023  |
| August 31, 2023    | ON                  | Monthly salaried earnings for August 1-31, plus all hourly earnings to be reported by 5:00pm, Wednesday, August 16, 2023                     |
| September 8, 2023  | OFF                 | All hourly earnings to be reported by 5:00pm, Friday, September 1, 2023  |
| September 29, 2023 | ON                  | Monthly salaried earnings for September 1-30, plus all hourly earnings to be reported by: 5:00pm, Monday, September 18, 2023                 |
| October 10, 2023   | OFF                 | All hourly earnings to be reported by 5:00pm, Monday, October 2, 2023  |
| October 31, 2023   | ON                  | Monthly salaried earnings for October 1-31, plus all hourly earnings to be reported by Timekeeper deadline: 5:00pm, Monday, October 16, 2023 |
| November 9, 2023   | OFF                 | All hourly earnings to be reported by 5:00pm, Wednesday, November 1, 2023  |
| November 30, 2023  | ON                  | Monthly salaried earnings for November 1-30, plus all hourly earnings to be reported by 5:00pm, Thursday, November 16, 2023                  |
| December 8, 2023   | OFF                 | All hourly earnings to be reported by 5:00pm, Friday, December 1, 2023   |
| December 28, 2023  | ON                  | Monthly salaried earnings for December 1-31, plus all hourly earnings to be reported by 5:00pm, Monday, December 18, 2023                    |