

PAYROLL SCHEDULE 2024

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.

PAY DAY	ON/OFF CYCLE	EARNINGS & TIMEKEEPER DEADLINES
January 10, 2024	OFF	All hourly earnings to be reported by 5:00pm, Tuesday, January 2, 2024
January 31, 2024	ON	Monthly salaried earnings for January 1-31, plus all hourly earnings to be reported by 5:00pm, Tuesday, January 16, 2024
February 9, 2024	OFF	All hourly earnings to be reported by 5:00pm, Thursday, February 1, 2024
February 29, 2024	ON	Monthly salaried earnings for February 1-29, plus all hourly earnings to be reported by 5:00pm, Tuesday, February 20, 2024
March 8, 2024	OFF	All hourly earnings to be reported by 5:00pm, Friday, March 1, 2024
March 29, 2024	ON	Monthly salaried earnings for March 1-31, plus all hourly earnings to be reported by 5:00pm, Monday, March 18, 2024
April 10, 2024	OFF	All hourly earnings to be reported by 5:00pm, Monday, April 1, 2024
April 30, 2024	ON	Monthly salaried earnings for April 1-30, plus all hourly earnings to be reported by 5:00pm, Tuesday, April 16, 2024
May 10, 2024	OFF	All hourly earnings to be reported by 5:00pm, Wednesday, May 1, 2024
May 31, 2024	ON	Monthly salaried earnings for May 1-31, plus all hourly earnings to be reported by 5:00pm, Thursday, May 16, 2024
June 10, 2024	OFF	All hourly earnings to be reported by 5:00pm, Monday, June 2, 2024
June 28, 2024	ON	Monthly salaried earnings for June 1-30, plus all hourly earnings to be reported by 5:00pm, Monday, June 17, 2024
July 10, 2024	OFF	All hourly earnings to be reported by 5:00pm, Monday, July 1, 2024
July 31, 2024	ON	Monthly salaried earnings for July 1-31, plus all hourly earnings to be reported by 5:00pm, Tuesday, July 16, 2024
August 9, 2024	OFF	All hourly earnings to be reported by 5:00pm, Thursday, August 1, 2024
August 30, 2024	ON	Monthly salaried earnings for August 1-31, plus all hourly earnings to be reported by 5:00pm, Friday, August 16, 2024
September 10, 2024	OFF	All hourly earnings to be reported by 5:00pm, Tuesday, September 3, 2024
September 30, 2024	ON	Monthly salaried earnings for September 1-30, plus all hourly earnings to be reported by: 5:00pm, Monday, September 16, 2024
October 10, 2024	OFF	All hourly earnings to be reported by 5:00pm, Tuesday, October 1, 2024
October 31, 2024	ON	Monthly salaried earnings for October 1-31, plus all hourly earnings to be reported by Timekeeper deadline: 5:00pm, Wednesday, October 16, 2024
November 8, 2024	OFF	All hourly earnings to be reported by 5:00pm, Friday, November 1, 2024
November 27, 2024	ON	Monthly salaried earnings for November 1-30, plus all hourly earnings to be reported by 5:00pm, Monday, November 18, 2024
December 10, 2024	OFF	All hourly earnings to be reported by 5:00pm, Monday, December 2, 2024
December 30, 2024	ON	Monthly salaried earnings for December 1-31, plus all hourly earnings to be reported by 5:00pm, Monday, December 16, 2024