



To: FULL TIME CLASSIFIED EMPLOYEES (WHITE AND BLUE COLLAR)

From: HUMAN RESOURCES DEPARTMENT

Date JULY 1, 2023

Re: PAYROLL SCHEDULE FOR JULY 1, 2023 – JUNE 30, 2024

Below is a schedule of pay dates, work periods and timesheet due dates for **Full time classified employees (White and Blue Collar)**. In order to avoid confusion and delay of payments, this schedule must be adhered to and strictly enforced. Timesheets not received on time will be processed for the following payday. **All employees mentioned above are responsible for their own record keeping. Always retain a copy of each timesheet submitted to Payroll.**

<u>PAYDATES</u>	<u>WORK PERIOD</u>	<u>TIMESHEET TO PAYROLL</u>
07/21/23	06/25/2023 - 07/08/2023	7/9/2023
08/04/23	07/09/2023 - 07/22/2023	7/24/2023
08/18/23	07/23/2023 - 08/05/2023	8/7/2023
09/01/23	08/06/2023 - 08/19/2023	8/21/2023
09/15/23	08/20/2023 - 09/02/2023	9/4/2023
09/29/23	09/03/2023 - 09/16/2023	9/18/2023
10/13/23	09/17/2023 - 09/30/2023	10/2/2023
10/27/23	10/01/2023 - 10/14/2023	10/16/2023
11/09/23	10/15/2023 - 10/28/2023	10/30/2023
11/24/23	10/29/2023 - 11/11/2023	11/13/2023
12/08/23	11/12/2023 - 11/25/2023	11/27/2023
12/22/23	11/26/2023 - 12/09/2023	12/11/2023
01/05/24	12/10/2023 - 12/23/2023	12/25/2023
01/19/24	12/24/2023 - 01/06/2024	1/8/2024
02/02/24	01/07/2024 - 01/20/2024	1/22/2024
02/16/24	01/21/2024 - 02/03/2024	2/5/2024
03/01/24	02/04/2024 - 02/17/2024	2/19/2024
03/15/24	02/18/2024 - 03/02/2024	3/4/2024
03/29/24	03/03/2024 - 03/16/2024	6/18/2024
04/12/24	03/17/2024 - 03/30/2024	4/1/2024
04/26/24	03/31/2024 - 04/13/2024	4/15/2024
05/10/24	04/14/2024 - 04/27/2024	4/29/2024
05/24/24	04/28/2024 - 05/11/2024	5/13/2024
06/07/24	05/12/2024 - 05/25/2024	5/27/2024
06/21/24	05/26/2024 - 06/08/2024	6/10/2024
07/05/24	06/09/2024 - 06/22/2024	6/24/2024