

2023 Payday Schedule

Pay Period Begin Date	Pay Period End Date	Pay Day	Run ID	Insurance**	Dues**	Pay, Deduction, & Benefit Notes**
(Saturday)	(Friday)	(Friday)	<i>Payroll Use Only</i>	<i>See Notes Below</i>		(subject to change)
12/17/22	12/30/22	01/13/23	2301	Yes	No	-Summer deductions for Jul-Sept insurance start on 10M EEs EA/TA/NS -Winter break pay 12/19-12/23 ***
12/31/22	01/13/23	01/27/23	2302	Yes	Yes	
01/14/23	01/27/23	02/10/23	2303	Yes	No	1 st semester teacher extracurricular pay***
01/28/23	02/10/23	02/24/23	2304	Yes	Yes	
02/11/23	02/24/23	03/10/23	2305	Yes	No	
02/25/23	03/10/23	03/24/23	2306	Yes	Yes	
03/11/23	03/24/23	04/07/23	2307	Yes	No	
03/25/23	04/07/23	04/21/23	2308	Yes	Yes	EA/TA/NS spring break pay 4/3-4/7 ***
04/08/23	04/21/23	05/05/23	2309	Yes	No	NS incentive pay
04/22/23	05/05/23	05/19/23	2310	Yes	Yes	
05/06/23	05/19/23	06/02/23	2311	Yes	No	
05/20/23	06/02/23	06/16/23	2312	Yes	Yes	Crossroads TA/NS spring break pay 5/22-5/26
06/03/23	06/16/23	06/30/23	2313	No	No	2 nd semester teacher extracurricular pay*** 3rd payday of month – no ins or flex credits
06/17/23	06/30/23	07/14/23	2314	12m only	No	22-23 Summer pay refund; NS incentive pay
07/01/23	07/14/23	07/28/23	2315	12m only	Yes	22-23 Summer pay refund
07/15/23	07/28/23	08/11/23	2316	12m only	No	22-23 Summer pay refund
07/29/23	08/11/23	08/25/23	2317	12m only	Yes	22-23 Summer pay refund
08/12/23	08/25/23	09/08/23	2318	12m only	No	22-23 Summer pay refund
08/26/23	09/08/23	09/22/23	2319	12m only	Yes	2023-24 Summer pay deductions start up
09/09/23	09/22/23	10/06/23	2320	Yes	No	
09/23/23	10/06/23	10/20/23	2321	Yes	Yes	
10/07/23	10/20/23	11/03/23	2322	Yes	No	
10/21/23	11/03/23	11/17/23	2323	Yes	Yes	
11/04/23	11/17/23	12/01/23	2324	Yes	No	
11/18/23	12/01/23	12/15/23	2325	Yes	Yes	
12/02/23	12/15/23	12/29/23	2326	No	No	3rd payday of month – no ins or flex credits

IMPORTANT NOTES:

*Pay period reflects all hours included on the applicable payday. **Time worked/absent should still be submitted weekly on Fridays. Supervisors must approve time by no later than the following Thursday each week.** Late timesheets in any format may result in delayed pay. Off Cycle checks are only generated on payday Friday and the Wednesday of non-payroll week, and *only when specific criteria is met related to the type/amount and reason for missing pay.* It is the employee's responsibility to notify payroll as soon as possible if they believe they are missing pay on their paycheck.

**Deductions: Union dues for teachers, EAs, TAs, Nutrition Services, and School/Community Professionals are taken each payroll. All other groups have dues taken once a month. (See "Dues" column for which paydays). *Paydays with a "No" in the "Insurance" column do not have insurance or flex credits (but they do have flexible spending and HSA deductions taken.) 10M employees do not have many deductions including insurance taken during July, August, or September.*

***Refer to collective bargaining agreement for non-duty break pay eligibility. Extracurricular pay for teachers must be submitted to payroll by the building clerks on or before the timecard deadline for that pay period.

Paycheck data is available to employees on THURSDAY of payroll week.