

Payroll and Leave Reporting Periods

Check Dates for 2023/2024

10, 11 and 12 month Instructional/Administrative/Professional Staff

Run Number	Regular Pay Work Period		Payroll Run Date	Pay Date
	Begin Date	End Date		
201	7/1	7/31	7/26	7/31
202	8/1	8/28	8/25	8/30
203	8/29	9/25	9/27	9/29
204	9/26	10/30	10/26	10/31
205	10/31	11/27	11/27	11/30
206	11/28	12/29	12/15	12/20
207	12/30	1/15	1/9	1/12
208	1/16	1/31	1/26	1/31
209	2/1	2/15	2/12	2/15
210	2/16	2/29	2/26	2/29
211	3/1	3/15	3/12	3/15
212	3/16	3/31	3/25	3/28
213	4/1	4/15	4/10	4/15
214	4/16	4/30	4/25	4/30
215	5/1	5/15	5/10	5/15
216*			5/21	5/24
217	5/16	5/31	5/28	5/31
218	6/1	6/15	6/11	6/14
219**			6/18	6/21
220	6/16	6/30	6/25	6/28

* 10 month Instructional and Professional Contract Pay Only
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Kronos timesheets are to be approved by Monday at 2pm unless notified by Payroll of a change to the day and time.

It is important to approve UNPAID leave. Unpaid leave that is not approved will not be imported to payroll for processing. This could result in an overpayment to the employee. Unpaid leave is posted to payroll in the month following the absence until the employee is on a Leave of Absence.

Extra Pay/Hourly Instructional/Dockage Reporting Periods

Check Dates for 2023/2024

10, 11 and 12 month Instructional/Administrative/Professional Staff

Run Number	Extra Pay Work Period		**Kronos Timesheet Adjustment Due Date	Payroll Run Date	Pay Date
	Begin Date	End Date			
201	6/1	6/30	7/5	7/15	7/31
202	7/1	7/31	8/4	8/25	8/30
203	8/1	8/30	9/8	9/27	9/29
204	9/1	9/30	10/5	10/26	10/31
205	10/1	11/5	11/3	11/27	11/30
206	11/6	12/10	12/6	12/15	12/20
207	12/11	1/7	1/5	1/9	1/12
208	1/8	1/21	1/22	1/26	1/31
209	1/22	2/4	2/5	2/12	2/15
210	2/5	2/18	2/19	2/26	2/29
211	2/19	3/3	3/4	3/12	3/15
212	3/4	3/17	3/18	3/25	3/28
*213	3/18	4/7	4/8	4/10	4/15
214	4/8	4/21	4/22	4/25	4/30
215	4/22	5/5	5/6	5/10	5/15
217	5/6	5/19	5/20	5/28	5/31
218	5/20	6/2	6/3	6/11	6/14
220	6/3	6/16	6/17	6/25	6/28
221	6/17	6/30	7/3	7/10	7/15

Extra pay includes extra duty, workshop pay, internal funds and any other approved extra compensation. It is paid in the month following the date the work was done.

Extra pay is reported on Kronos timesheets

Extra pay should be reported each week and approved by the Regular Pay Monday timesheet deadline.

Modified for change to weekly pay period in Kronos

*Includes week of Spring Break