

FINANCE PAYROLL SCHEDULE

11 Month & 12 Month
Employees
Calendar
2022-2023



Pay Period	Days Paid In Paycheck	# Days in Pay	Absences to Be Reported	Pay Dates
1	July 1 st - July 31 st	22	June 1 st - June 30 th	July 19 th
2	August 1 st - August 31 st	22	July 1 st - July 31 st	August 25 th
3	September 1 st - September 30 th	22	August 1 st - August 31 st	September 23 rd
4	October 1 st - October 31 st	21	September 1 st - September 30 th	October 25 th
5	November 1 st - November 30 th	22	October 1 st - October 31 st	November 18 th
6	December 1 st - December 31 st	23	November 1 st - November 30 th	December 19 th
7	January 1 st - January 31 st	21	December 1 st - December 31 st	January 25 th
8	February 1 st - February 28 th	20	January 1 st - January 31 st	February 24 th
9	March 1 st - March 31 st	23	February 1 st - February 28 th	March 24 th
10	April 1 st - April 30 th	21	March 1 st - March 31 st	April 25 th
11	May 1 st - May 31 st	22	April 1 st - April 30 th	May 25 th
12	June 1 st - June 30 th	22	May 1 st - May 31 st	June 16 th

- All time should be approved and submitted to Payroll by the **First Monday** following the end of each pay period.