

Payroll Schedule 2022-2023

Date Paycheck Issued	Date Range used to import extra duty work from Skyward True Time to Payroll for processing			Deadline to Submit Timesheets Payroll Vouchers Direct Deposit forms 403b forms	12 Month Staff Admins Princ Sec 12mo Non-ESP Staff Maintenance	Licensed Staff Building Asst Teacher Instructional Coach Licensed Nurse OT	11 Month ESP Student Sec Office Clerk Princ Sec 11mo	ESP Nurses Library Media MS	ESP Instructional Asst	Crossing Guard Lunch Recess
					Calendar 260 days Admin 220 days	Calendar 180 days BA Calendar 190 days	Calendar 200 days Calendar 220 days	Calendar 180 days Calendar 190 days	Calendar 177 days EC Calendar 169	Calendar 174
Pay Date	TT Begin date	-	TT End date							
07/01/2022	06/06/2022	-	06/19/2022	06/23/2022	27					
07/15/2022	06/20/2022	-	07/03/2022	07/07/2022	26					
07/29/2022	07/04/2022	-	07/17/2022	07/21/2022	25		27			
08/12/2022	07/18/2022	-	07/31/2022	08/04/2022	24	26	26	26		
08/26/2022	08/01/2022	-	08/14/2022	08/18/2022	23	25	25	25	22	
09/09/2022	08/15/2022	-	08/28/2022	09/01/2022	22	24	24	24	21	21
09/23/2022	08/29/2022	-	09/11/2022	09/15/2022	21	23	23	23	20	20
10/07/2022	09/12/2022	-	09/25/2022	09/29/2022	20	22	22	22	19	19
10/21/2022	09/26/2022	-	10/09/2022	10/13/2022	19	21	21	21	18	18
11/04/2022	10/10/2022	-	10/23/2022	10/27/2022	18	20	20	20	17	17
11/18/2022	10/24/2022	-	11/06/2022	11/10/2022	17	19	19	19	16	16
12/02/2022	11/07/2022	-	11/20/2022	11/24/2022	16	18	18	18	15	15
12/16/2022	11/21/2022	-	12/04/2022	12/08/2022	15	17	17	17	14	14
12/30/2022	12/05/2022	-	12/18/2022	12/22/2022	14	16	16	16	13	13
01/13/2023	12/19/2022	-	01/01/2023	01/05/2023	13	15	15	15	12	12
01/27/2023	01/02/2023	-	01/15/2023	01/19/2023	12	14	14	14	11	11
02/10/2023	01/16/2023	-	01/29/2023	02/02/2023	11	13	13	13	10	10
02/24/2023	01/30/2023	-	02/12/2023	02/16/2023	10	12	12	12	9	9
03/10/2023	02/13/2023	-	02/26/2023	03/02/2023	9	11	11	11	8	8
03/24/2023	02/27/2023	-	03/12/2023	03/16/2023	8	10	10	10	7	7
04/07/2023	03/13/2023	-	03/26/2023	03/30/2023	7	9	9	9	6	6
04/21/2023	03/27/2023	-	04/09/2023	04/13/2023	6	8	8	8	5	5
05/05/2023	04/10/2023	-	04/23/2023	04/27/2023	5	7	7	7	4	4
05/19/2023	04/24/2023	-	05/07/2023	05/11/2023	4	6	6	6	3	3
06/02/2023	05/08/2023	-	05/21/2023	05/25/2023	3	5	5	5	2	2
06/16/2023	05/22/2023	-	06/04/2023	06/08/2023	2	4	4	4	1	1
06/30/2023	06/05/2023	-	06/18/2023	06/22/2023	1	3-2-1	3	3		
07/14/2023	06/19/2023	-	07/02/2023	07/06/2023			2	2		
07/28/2023	07/03/2023	-	07/16/2023	07/20/2023			1	1		

Please note the "deadline to submit" column. If an employee is unable to submit their time prior to the deadline, the timesheet will be processed with the next scheduled pay period. It is the intent of the district to pay employees for all work performed in a timely manner.