

**CSD PAYROLL SCHEDULE
2023 - 2024**

LEAVE PERIOD & TIME SHEET DAYS COVERED <i>(Please see notes below for additional information)</i>	DUE TO PAYROLL WEDNESDAY BY 12:00 P.M.	PAY DATE
05/29/23 - 06/30/23	07/05/23	Extra Time Payroll 07/14/23 Main Payroll 07/25/23
07/01/23 - 07/30/23	08/02/23	08/25/23
07/31/23 - 09/03/23	09/06/23	09/25/23
09/04/23 - 10/01/23	10/04/23	10/25/23
10/02/23 - 10/29/23	11/01/23	11/20/23
10/30/23 - 12/03/23	12/06/23	12/21/23
12/04/23 - 12/31/23	01/10/24	01/25/24
01/01/24 - 02/04/24	02/07/24	02/23/24
02/05/24 - 03/03/24	03/06/24	03/25/24
03/04/24 - 03/31/24	04/10/24	04/25/24
04/01/24 - 04/28/24	05/01/24	05/24/24
04/29/24 - 06/02/24	06/05/24	06/25/24
06/03/24 - 06/30/24	07/03/24	Extra Time Payroll 07/12/24 Main Payroll 07/25/24

This schedule represents leave period covered, extra pay, and pay for hourly employees. The monthly salary for permanent employees is calculated based on an annual salary spread over twelve months. If an employee is hired or leaves midyear, the salary is adjusted based on a prorated amount. 240-day contract employees are paid July through June. All other paygroups are paid August through July.

All payroll for the covered period should be submitted by the deadline.

All payroll information must include the employee's ID number and have the appropriate supervisor's signature and date before submission to payroll.

Incomplete forms may be returned for correction before payment is processed.

SPORTS SUPPLEMENTS

Fall Sports	1/2 on 09/25/23
	1/2 on 10/25/23
Winter Sports	1/2 on 11/20/23
	1/2 on 02/23/24
Spring Sports	1/2 on 03/25/24
	1/2 on 05/24/24