**DATE RANGES AND DUE DATES FOR TIMESHEETS**

2023 – 2024 School Year

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| --- | --- | --- | --- |
| Date Due to Payroll | Date Range to List on Timesheet | Notes | Payroll Check Date |
| 07/05/23 | 06/05/23 – 07/02/23 | 4 week period | 07/25/23 – Accrual |
| 08/02/23 | 07/03/23 – 07/30/23 | 4 week period | 08/25/23 |
| 09/07/23 | 07/31/23 – 09/03/23 | 5 week period | 09/25/23 |
| 10/04/23 | 09/04/23 – 10/01/23 | 4 week period | 10/25/23 |
| 11/07/23 | 10/02/23 – 11/05/23 | 5 week period | 11/21/23 |
| 12/06/23 | 11/06/23 – 12/03/23 | 4 week period | 12/22/23 |
| 01/10/24 | 12/04/23 – 01/07/24 | 5 week period | 01/25/24 |
| 02/07/24 | 01/08/24 – 02/04/24 | 4 week period | 02/23/24 |
| 03/06/24 | 02/05/24 – 03/03/24 | 4 week period | 03/25/24 |
| 04/10/24 | 03/04/24 – 04/07/24 | 5 week period | 04/25/24 |
| 05/08/24 | 04/08/24 – 05/05/24 | 4 week period | 05/24/24 |
| 06/04/24 | 05/06/24 – 06/02/24 | 4 week period | 06/25/24 |
| 07/02/24 | 06/03/24 – 06/30/24 | 4 week period | 07/25/24-Accrual |

**MONTHLY ABSENCES**

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| --- | --- | --- | --- |
| Date Due to Payroll | Date Range for the Absence Report | Notes | Payroll Check Date |
| 06/21/23 | 06/01/23 – 06/30/23 |  | 07/25/23 - Accrual |
| 06/29/23 | 06/01/23 – 06/30/23 | New/Changes/Remove | 07/25/23 - Accrual |
| 08/02/23 | 07/01/23 – 07/31/23 |  | 08/25/23 |
| 09/07/23 | 08/01/23 – 08/31/23 |  | 09/25/23 |
| 10/04/23 | 09/01/23 – 09/30/23 |  | 10/25/23 |
| 11/07/23 | 10/01/23 – 10/31/23 |  | 11/21/23 |
| 12/06/23 | 11/01/23 – 11/30/23 |  | 12/22/23 |
| 01/10/24 | 12/01/23 – 12/31/23 |  | 01/25/24 |
| 02/07/24 | 01/01/24 – 01/31/24 |  | 02/23/24 |
| 03/06/24 | 02/01/24 – 02/29/24 |  | 03/25/24 |
| 04/10/24 | 03/01/24 – 03/31/24 |  | 04/25/24 |
| 05/08/24 | 04/01/24 – 04/30/24 |  | 05/24/24 |
| 06/04/24 | 05/01/24 – 05/31/24 |  | 06/25/24  |
| 07/02/24 | 06/01/24 – 06/30/24 |  | 07/25/24 |