

## 2022-23 Pay Periods for Substitute Employees and Additional Assignments (Overtime/Absence Processing for **ALL** Employees)

MONTH	PAYDAY
July 2022	07/29/2022
August 2022	08/31/2022
September 2022	09/30/2022
October 2022	10/31/2022
November 2022	11/30/2022
December 2022	12/30/2022
January 2023	01/31/2023
February 2023	02/28/2023
March 2023	03/31/2023
April 2023	04/28/2023
May 2023	05/31/2023
June 2023	06/30/2023
July 2023	07/31/2023

EXCEPTION PERIOD	
START	END
06/12/2022	07/9/2022
07/10/2022	08/13/2022
08/14/2022	09/10/2022
09/11/2022	10/08/2022
10/9/2022	11/12/2022
11/13/2022	12/10/2022
12/11/2022	01/14/2023
01/15/2023	02/11/2023
02/12/2023	03/11/2023
03/12/2023	04/08/2023
04/9/2023	05/13/2023
05/14/2023	06/10/2023
06/11/2023	07/08/2023

TIMECARDS DUE TO PAYROLL OFFICE
07/13/2022
08/17/2022
09/14/2022
10/12/2022
11/16/2022
12/14/2022
01/18/2023
02/15/2023
03/15/2023
04/12/2023
05/17/2023
06/14/2023
07/12/2023



**\* PLEASE NOTE:**

**Substitutes and Additional Assignments (yellow timecards)** - Your paycheck each month will include hours worked **ONLY** for those dates listed in the TIME PERIOD columns.

- For Example: The September 30 check will include hours worked August 14 - September 11 and turned in by September 14.
- Any hours worked in September **AFTER** September 14 will be paid in the October 31 paycheck.

**All Other Employees and Assignments** - Your paycheck each month will include time worked during the full month.

- For Example: The September 30 check will include all hours indicated by your assignment and calendar for September 1 through September 30.
- Any leave hours (includes day leave, sick leave, personal leave, vacation, etc.) taken **AFTER** September 10 **WILL NOT** be reflected in the leave balances listed on the September 30 paycheck. They will be reflected in the "Used Current" column of the October 31 paycheck.

Stipends and Mileage are due on the 10<sup>th</sup> of the month to be included in current month paycheck.