

## Submission of Payroll Reporting Forms - Only

### 2022-2023 Cutoff & Submission Date Guidelines

Extra Duty, Writing Team, Workshops, Tutoring, Homebound/Visits, etc.

| Run #      | Check Date        | Pd Work Days thru<br>Sunday<br>Cut Off Date | Email must be <b>Complete</b><br>and <b>received by Payroll:</b> |   |
|------------|-------------------|---|--|---|
| 001        | 07-14-2022        |   |  |   |
| 002        | 07-28-2022        | 07-10-2022                                  | 07-13-2022   |   |
| 003        | 08-15-2022        | 07-24-2022                                  | 07-27-2022   |   |
| 004        | 08-31-2022        | 08-07-2022                                  | 08-10-2022   |   |
| 005        | 09-15-2022        | 08-21-2022                                  | 08-24-2022   |   |
| 006        | 09-30-2022        | 09-04-2022                                  | 09-07-2022   |   |
| 007        | 10-14-2022        | 09-18-2022                                  | 09-21-2022   |   |
| 008        | 10-31-2022        | 10-02-2022                                  | 10-05-2022   |   |
| 009        | 11-15-2022        | 10-16-2022                                  | 10-19-2022   |   |
| 010        | 11-30-2022        | 10-30-2022                                  | 11-02-2022   |   |
| 011        | 12-15-2022        | 11-13-2022                                  | 11-16-2022   |   |
| <b>012</b> | <b>12/21/2022</b> | 12-04-2022                                  | <b>12-07-2022</b>  | <b>*limited time to process</b>               |
| 013        | 01-13-2023        | 12-18-2022                                  | 12-21-2022   |   |
| 014        | 01-31-2023        | 01-08-2023                                  | 01-11-2023   |   |
| 015        | 02-15-2023        | 01-22-2023                                  | 01-25-2023   |   |
| 016        | 02-28-2023        | 02-05-2023                                  | 02-08-2023   |   |
| 017        | 03-10-2023        | 02-19-2023                                  | 02-22-2023   |   |
| 018        | 03-31-2023        | 03-05-2023                                  | 03-08-2023   |   |
| 019        | 04-14-2023        | 03-26-2023                                  | 03-29-2023   |   |
| 020        | 04-28-2023        | 04-09-2023                                  | 04-12-2023   |   |
| 021        | 05-15-2023        | 04-23-2023                                  | 04-26-2023   |   |
| 022        | 05-31-2023        | 05-07-2023                                  | 05-10-2023   |   |
| 023        | 06-15-2023        | 05-21-2023                                  | 05-24-2023   |   |
| 024        | 06-29-2023        | 06-04-2023                                  | 06-07-2023   |   |
| 025        | <b>07-03-2023</b> | <b>06-30-2023</b>                           | <b>06-26-2023</b>  | <b>*limited time to process -<br/>by Noon</b> |

no regular  
salary

\* Large Submissions may not get processed until the next available Pay Run\*

Payroll cannot guarantee pay dates due to high volume and/or coding corrections needed.

If you do not meet the Completion date, please inform the employee(s) it will not be processed until the next available pay run

All coding gets reviewed prior to being received in Payroll

\*\*\* All submissions are required to be uploaded in Excel Format to [LCSB-PayrollDept@lake.k12.fl.us](mailto:LCSB-PayrollDept@lake.k12.fl.us)