

# CLAYTON COUNTY PUBLIC SCHOOLS

## EXTERNAL PAYROLL PROCESSING CALENDAR 2022.2023

| JULY    |                            |           |          |          |               |    | AUGUST   |                             |           |           |           |           |    | SEPTEMBER |                                   |          |           |           |           |    |
|---------|----------------------------|-----------|----------|----------|---------------|----|----------|-----------------------------|-----------|-----------|-----------|-----------|----|-----------|-----------------------------------|----------|-----------|-----------|-----------|----|
| SUN     | MON                        | TUE       | WED      | THU      | FRI           | SA | SUN      | MON                         | TUE       | WED       | THU       | FRI       | SA | SUN       | MON                               | TUE      | WED       | THU       | FRI       | SA |
|         |                            |           |          |          | 1<br>SB       | 2  |          | 1<br>S                      | 2<br>B    | 3<br>B    | 4         | 5         | 6  |           |                                   |          |           | 1<br>S    | 2<br>B    | 3  |
| 3       | 4<br>NW                    | 5<br>NW   | 6<br>NW  | 7<br>NW  | 8<br>NW       | 9  | 7        | 8                           | 9         | 10        | 11        | 12        | 13 | 4         | 5<br>NW                           | 6<br>B   | 7         | 8         | 9         | 10 |
| 10      | 11                         | 12        | 13       | 14       | 15<br>P/A     | 16 | 14       | 15<br>P/A                   | 16<br>S   | 17<br>B   | 18<br>B   | 19        | 20 | 11        | 12                                | 13       | 14        | 15<br>P/A | 16<br>S   | 17 |
| 17      | 18<br>S                    | 19<br>B   | 20<br>B  | 21       | 22            | 23 | 21       | 22                          | 23        | 24        | 25        | 26        | 27 | 18        | 19<br>B                           | 20<br>B  | 21        | 22        | 23        | 24 |
| 24      | 25                         | 26        | 27       | 28       | 29<br>P/A     | 30 | 28       | 29                          | 30        | 31<br>P/A |           |           |    | 25        | 26                                | 27       | 28        | 29        | 30<br>P/A |    |
| 31      |                            |           |          |          |               |    |          |                             |           |           |           |           |    |           |                                   |          |           |           |           |    |
| OCTOBER |                            |           |          |          |               |    | NOVEMBER |                             |           |           |           |           |    | DECEMBER  |                                   |          |           |           |           |    |
| SUN     | MON                        | TUE       | WED      | THU      | FRI           | SA | SUN      | MON                         | TUE       | WED       | THU       | FRI       | SA | SUN       | MON                               | TUE      | WED       | THU       | FRI       | SA |
|         |                            |           |          |          |               | 1  |          |                             | 1<br>S/B  | 2<br>B    | 3         | 4         | 5  |           |                                   |          |           | 1<br>S/B  | 2         | 3  |
| 2       | 3<br>S/B                   | 4         | 5        | 6        | 7             | 8  | 6        | 7                           | 8<br>NW   | 9         | 10        | 11<br>P/A | 12 | 4         | 5                                 | 6        | 7         | 8<br>P/A  | 9<br>S/B  | 10 |
| 9       | 10<br>NW                   | 11<br>NW  | 12<br>NW | 13<br>NW | 14<br>NW<br>P | 15 | 13       | 14<br>S/B                   | 15<br>B   | 16        | 17        | 18        | 19 | 11        | 12                                | 13       | 14        | 15<br>P/A | 16<br>S/B | 17 |
| 16      | 17<br>S/A                  | 18<br>B   | 19<br>B  | 20       | 21            | 22 | 20       | 21<br>NW                    | 22<br>NW  | 23<br>NW  | 24<br>NW  | 25<br>NW  | 26 | 18        | 19<br>NW                          | 20<br>NW | 21<br>NW  | 22<br>NW  | 23<br>NW  | 24 |
| 23      | 24                         | 25        | 26       | 27       | 28            | 29 | 27       | 28                          | 29        | 30<br>P/A |           |           |    | 25        | 26<br>NW                          | 27<br>NW | 28<br>NW  | 29<br>NW  | 30<br>NW  | 31 |
| 30      | 31<br>P/A                  |           |          |          |               |    |          |                             |           |           |           |           |    |           |                                   |          |           |           |           |    |
| JANUARY |                            |           |          |          |               |    | FEBRUARY |                             |           |           |           |           |    | MARCH     |                                   |          |           |           |           |    |
| SUN     | MON                        | TUE       | WED      | THU      | FRI           | SA | SUN      | MON                         | TUE       | WED       | THU       | FRI       | SA | SUN       | MON                               | TUE      | WED       | THU       | FRI       | SA |
| 1       | 2<br>NW                    | 3<br>B    | 4        | 5        | 6             | 7  |          |                             |           | 1<br>S    | 2<br>B    | 3<br>B    | 4  |           |                                   |          | 1<br>S    | 2<br>B    | 3<br>B    | 4  |
| 8       | 9                          | 10        | 11       | 12       | 13<br>P/A     | 14 | 5        | 6                           | 7         | 8         | 9         | 10        | 11 | 5         | 6                                 | 7        | 8         | 9         | 10        | 11 |
| 15      | 16<br>NW                   | 17<br>S   | 18<br>B  | 19<br>B  | 20            | 21 | 12       | 13                          | 14        | 15<br>P/A | 16<br>S/B | 17<br>B   | 18 | 12        | 13                                | 14       | 15<br>P/A | 16<br>S   | 17<br>B   | 18 |
| 22      | 23                         | 24        | 25       | 26       | 27            | 28 | 19       | 20<br>NW                    | 21        | 22        | 23        | 24        | 25 | 19        | 20<br>B                           | 21       | 22        | 23        | 24        | 25 |
| 29      | 30                         | 31<br>P/A |          |          |               |    | 26       | 27                          | 28<br>P/A |           |           |           |    | 26        | 27                                | 28       | 29        | 30        | 31<br>P/A |    |
|         |                            |           |          |          |               |    |          |                             |           |           |           |           |    |           |                                   |          |           |           |           |    |
| APRIL   |                            |           |          |          |               |    | MAY      |                             |           |           |           |           |    | JUNE      |                                   |          |           |           |           |    |
| SUN     | MON                        | TUE       | WED      | THU      | FRI           | SA | SUN      | MON                         | TUE       | WED       | THU       | FRI       | SA | SUN       | MON                               | TUE      | WED       | THU       | FRI       | SA |
|         |                            |           |          |          |               | 1  |          | 1<br>S                      | 2<br>B    | 3<br>B    | 4         | 5         | 6  |           |                                   |          |           | 1<br>S    | 2<br>B    | 3  |
| 2       | 3<br>NW                    | 4<br>NW   | 5<br>NW  | 6<br>NW  | 7<br>NW       | 8  | 7        | 8                           | 9         | 10        | 11        | 12        | 13 | 4         | 5<br>B                            | 6        | 7         | 8         | 9         | 10 |
| 9       | 10<br>S/B                  | 11        | 12       | 13       | 14<br>P/A     | 15 | 14       | 15<br>P/A                   | 16<br>S   | 17<br>B   | 18<br>B   | 19        | 20 | 11        | 12                                | 13       | 14        | 15<br>P/A | 16<br>S/B | 17 |
| 16      | 17<br>S                    | 18<br>B   | 19<br>B  | 20       | 21            | 22 | 21       | 22                          | 23        | 24        | 25        | 26        | 27 | 18        | 19<br>NW                          | 20<br>B  | 21        | 22        | 23        | 24 |
| 23      | 24                         | 25        | 26       | 27       | 28<br>P/A     | 29 | 28       | 29<br>NW                    | 30        | 31<br>P/A |           |           |    | 25        | 26                                | 27       | 28        | 29        | 30<br>P/A |    |
| 30      |                            |           |          |          |               |    |          |                             |           |           |           |           |    |           |                                   |          |           |           |           |    |
| A       | ATTENDANCE CUTOFF 12:00 pm |           |          |          |               |    | P        | PAY DAY                     |           |           |           |           |    | NW        | NON WORK DAY                      |          |           |           |           |    |
| S       | SUPERVISOR CUTOFF 12:00 pm |           |          |          |               |    | B        | BATCH ENTRY CUTOFF 12:00 pm |           |           |           |           |    |           | These dates are subject To change |          |           |           |           |    |

WARRANTS FOR SEMI-MONTHLY PAY ARE OPENED ON PAY DAY