



Work & Absence Reporting Schedule / Pay Cycles 2023-2024
For the Fiscal Year September 1, 2023 - August 31, 2024

WORK WEEK Saturday 12:00 am - Friday 11:59 pm	PAYROLL DEADLINE Time Sheets & Absences Due	BENEFITS DEADLINE Change File Due Date	PAY DATE
08/12/23 - 08/18/23 08/19/23 - 08/25/23	08/29/23	09/11/23	Friday, September 15, 2023
08/26/23 - 09/01/23 09/02/23 - 09/08/23	09/12/23	09/22/23	Thursday, September 28, 2023
Last payroll of fiscal year 2023			
09/09/23 - 09/15/23 09/16/23 - 09/22/23	09/26/23	10/09/23	Friday, October 13, 2023
09/23/23 - 09/29/23 09/30/23 - 10/06/23	10/10/23	10/23/23	Friday, October 27, 2023
10/07/23 - 10/13/23 10/14/23 - 10/20/23	10/24/23	11/09/23	Wednesday, November 15, 2023
10/21/23 - 10/27/23 10/28/23 - 11/03/23	11/07/23	11/16/23	Tuesday, November 28, 2023
11/04/23 - 11/10/23 11/11/23 - 11/17/23	11/28/23	12/04/23	Friday, December 8, 2023
11/18/23 - 11/24/23 11/25/23 - 12/01/23	12/05/23	12/18/23	Friday, December 22, 2023
12/02/23 - 12/08/23 12/09/23 - 12/15/23	12/19/23	01/08/24	Friday, January 12, 2024
12/16/23 - 12/22/23 12/23/23 - 12/29/23 12/30/23 - 01/05/24	01/09/24	01/22/24	Friday, January 26, 2024
01/06/24 - 01/12/24 01/13/24 - 01/19/24	01/23/24	02/09/24	Thursday, February 15, 2024
01/20/24 - 01/26/24 01/27/24 - 02/02/24 02/03/24 - 02/09/24	02/13/24	02/22/24	Wednesday, February 28, 2024
02/10/24 - 02/16/24 02/17/24 - 02/23/24	02/27/24	03/04/24	Friday, March 8, 2024
02/24/24 - 03/01/24 03/02/24 - 03/08/24	03/19/24	03/22/24	Thursday, March 28, 2024
03/09/24 - 03/15/24 03/16/24 - 03/22/24 03/23/24 - 03/29/24	04/03/24	04/09/24	Monday, April 15, 2024
03/30/24 - 04/05/24 04/06/24 - 04/12/24	04/16/24	04/22/24	Friday, April 26, 2024
04/13/24 - 04/19/24 04/20/24 - 04/26/24	04/30/24	05/09/24	Wednesday, May 15, 2024
04/27/24 - 05/03/24 05/04/24 - 05/10/24	05/14/24	05/20/24	Tuesday, May 28, 2024
05/11/24 - 05/17/24 05/18/24 - 05/24/24	05/29/24	06/10/24	Thursday, June 13, 2024
05/25/24 - 05/31/24 06/01/24 - 06/07/24	06/11/24	06/24/24	Thursday, June 27, 2024
06/08/24 - 06/14/24 06/15/24 - 06/21/24	06/25/24	07/08/24	Monday, July 15, 2024
06/22/24 - 06/28/24 06/29/24 - 07/05/24 07/06/24 - 07/12/24	07/16/24	07/18/24	Thursday, July 25, 2024
07/13/24 - 07/19/24 07/20/24 - 07/26/24	07/30/24	08/08/24	Thursday, August 15, 2024
07/27/24 - 08/02/24 08/03/24 - 08/09/24	08/13/24	08/22/24	Wednesday, August 28, 2024

***Sept 28, 2023 is last payroll of FY 2023**

Any pay owed to employees for work done Sept 1, 2022 - Aug 31, 2023 must be received by the payroll office at **12pm on Sept 12, 2023** for payment to be included on the Sept 28, 2023 payday.