

# The School District of Osceola County, FL

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**2023-2024**

## **Payroll Schedules**

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**Superintendent**

Dr. Mark Shanoff

**Chief Business and Finance Officer**

Sarah Graber

**Director of Budget**

Jose Gonzalez

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## **Payroll Department Information**

The **MISSION** of the Payroll Department is to ensure timely and accurate completion of payroll processing in accordance with all state, local and federal rules, regulations, and standards. In addition, the payroll staff is committed to providing the highest level of quality customer service with emphasis on mutual respect, high ethical standards, and effective communication to all employees.

### **Payroll Department**

SDOC Administration Building, 2nd Floor

817 Bill Beck Blvd.

Kissimmee, FL 34744

407-870-4818

Internal ext: 67542

Fax: 407-518-2933

**[Payroll@osceolaschools.net](mailto:Payroll@osceolaschools.net)**

# Payroll Employee Guide

Payroll created this guide to assist you in navigating through our most frequently asked questions along with providing other important information.

## 1 DEPARTMENT WEBSITES

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Payroll Department: <https://www.osceolaschools.net/Page/1473>

Human Resources Department: <https://www.osceolaschools.net/Domain/142>

Risk and Benefits Management Department: <https://www.osceolaschools.net/Page/2102>

## 2 EMPLOYEE RESOURCES

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Below are links to important resources for all employees. This guide will specifically refer to the School Board Rules document.

School Board Rules: It is important for all employees to know where to find the School Board Rules. We will refer to several specific rules in this guide.

The School Board Rules may be found at:

<https://go.boarddocs.com/fl/osceola/Board.nsf/goto?open&id=BV2S9F717942>

Faculty Handbook:

<https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=8905&dataid=61853&FileName=SDOC%20FACULTY%20HANDBOOK.pdf>

Employment Administration Handbook:

[https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=8905&dataid=94030&FileName=Employment%20Administration%20Handbook\\_Rev.%20FY23\\_Web.pdf](https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=8905&dataid=94030&FileName=Employment%20Administration%20Handbook_Rev.%20FY23_Web.pdf)

Union Contracts:

<https://www.osceolaschools.net/Page/7255>

Benefit Guide:

<https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=2873&dataid=88664&FileName=Benefits%20Guide%202022-2023.pdf>

Please contact the Payroll Department regarding your Form W-4, Direct Deposit, and Period Pay, etc.

Please contact the Human Resources Department if you have any questions regarding earned leave, compensation, certifications, retirement, etc.

Please contact the Risk & Benefits Management Department for any benefit questions, FMLA, TSA's, etc.

### 3 COLORS

Payroll schedules are color-coded as follows:

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- TEAL** = General Payroll Information for Secretaries and Administrators
- YELLOW** = 12-month Employee Schedules
- BLUE** = 11-month Employee Schedules
- ORANGE** = 10-month Employee Schedules
- PURPLE** = 9-month Employee Schedules
- GREEN** = Substitute Employee Schedules
- RED** = Supplements/Additional Earning Opportunities

### 4 FIRST CHECK RUNS

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**Run #001, July 13<sup>th</sup> – 12-month benefited employees on active employment status.**

Due to the compressed processing timeline, no extra pay for OPS contracts, stipends or overtime will be processed on this run. No Leave is charged on this run.

**Run #002, July 29<sup>th</sup> – 12-month non-benefited employees.** Leave for 12-month and 11-month staff will be charged.

**Run #003, August 15<sup>th</sup> – 9-month and 10-month employees on active employment status.**

Checks for this pay date will be processed without leave for most employees returning to work in August. Leave for 12-month and 11-month staff will be charged.

### 5 SUMMER CHECK RUNS

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For 9-month and 10-month employees on a 24-pay schedule, “summer checks” are processed near the end of the school year. If you take time off during this time, it is extremely critical to report all leave through the Employee Portal or by contacting your site secretary immediately. Particularly, any unpaid leave during this time is of the utmost importance to avoid overpayments. If an overpayment is found, we will attempt to recall the check from the bank. If successful, we will correct and reissue payment as soon as possible, when necessary. If unsuccessful in recovering the overpayment, the overpaid wages will be deducted from the first paycheck in the following school year.

### 6 NEW EMPLOYEE PERIOD PAY

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An Employee’s Period Pay is determined by dividing their annual salary by the maximum number of checks they elected to be paid those wages. Example 1, an Instructional Employee with a 24-check election who starts August 3<sup>rd</sup> of 2023 and has an annual salary of \$47,500 can expect a period pay of \$1,979.16 (47,500 divided by 24). Meaning they will receive semi-monthly payments and summer checks of \$1,979.16. Example 2, an Instructional Employee with a 20-check election who starts August 3<sup>rd</sup> of 2023 and has an annual salary of \$47,500 can expect a period pay of \$2,375.00 (47,500 divided by 20). Meaning they will receive semi-monthly payments of \$2,375.00. If an employee does not begin

employment at the beginning of that position's contracted start date their first check will be an "adjusted check" and then depending on how many checks are left to pay for their position type, they will receive equal payments for the remaining of their fiscal year contract. At times wage negotiations occur in the middle of the school year as soon as we go to process the first run with the updated salaries an adjustment for retro will be seen on the check where those wages are in effect.

## 7 RETURNING EMPLOYEE PERIOD PAY

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When an employee goes out on any leave which requires a separation date entered in our employee system (for example unpaid FMLA), the employee is paid out all wages due up through the separation date. Once that employee returns (if they return in the same fiscal year) the remaining wages due are recalculated and paid out according to how many checks are left to pay. Please note that if an employee was a 24-check employee and returns to work AFTER March 1<sup>st</sup>, we must change the employee to a 20-pay employee. There are not sufficient wages to be paid out for the system to divide for the payment of "summer checks".

## 8 NEW EMPLOYEE / RETURNING EMPLOYEE EXPECTED FIRST CHECK

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Our Payroll Schedules notate when a new employee or a returning employee (from leave or otherwise) can expect their first check. First, note which page your pay-type for your position is on. Second, identify which payroll run your first or returning date falls under by referring to the dates in the "Days Reported" columns. Example, an Instructional Position with 24-check election is an I2 Pay-type. If the employee has a start date of October 2<sup>nd</sup>. That means they can expect a check for Run 008 Check date of 10/31/23. This is because under the "Dates Reported" columns 10/02/23 falls under Run 008.

## 9 PAY CHECK ELECTION

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For those employees who have a position which allows for multiple check election - new hires have 15 days from their start date to make an election and submit election to the Human Resources Department. Returning employees in the New Fiscal Year have until August 31<sup>st</sup> to change their election type. They can elect to go from 20 pay to 24 pay or vice versa. After August 31<sup>st</sup> no election change may be done unless there are extenuating circumstances. New hires with a start date of March 1<sup>st</sup> and beyond will be defaulted to 20-pay position and may elect the change in the following fiscal year.

## 10 DIRECT DEPOSIT

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Direct Deposit and Cancellation forms can be found in the employee portal under the link for forms. Please fill out the form and email it to Payroll's inbox at [Payroll@osceolaschools.net](mailto:Payroll@osceolaschools.net) along with all required documentation.

If you are a new employee, it is important that you complete your Direct Deposit form with the "onboarding" documentation as soon as possible. When a paper check must be issued, said paper check must be picked up at the District office located at 817 Bill Beck Blvd, Kissimmee, FL 34744.

## 11 FORM W-4

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To change any of the information on file regarding a previously processed Form W4, please fill out a new form located in the employee portal under the link for forms. Please submit completed forms to Payroll's inbox at

[Payroll@osceolaschools.net](mailto:Payroll@osceolaschools.net). Below is a useful video on how to fill out the 2023 Form W-4:

<https://www.youtube.com/watch?v=PH6Bo5LFZ8w>

Please note the District nor the video creator holds any responsibility on how you fill out your Form W-4. We always recommend you seek financial advice from **YOUR** financial advisor.

## 12 PAYSTUBS

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Your pay type, employee ID, contracted wages, W4 information along with other important information can be found directly on your pay stub. A complete guide to understanding your pay stub can be found here:

<https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=23001&dataid=94287&FileName=Understanding%20your%20paystub.pdf>

## 13 EARNED LEAVE

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**SICK LEAVE:** Employees earn one (1) day of sick leave per month of their regular contract. Four (4) advanced days are granted in August to those employees that are on active employment status the beginning of the year. These four (4) days represent earned leave for the for the last four (4) months of an employee's contract period. For example, for 9-month and 10-month employees, the advanced days are earned leave for the months of February, March, April, and May. As such after January, no further leave is earned or accumulated. An employee must be on a paid status for 75% or more of any month to earn leave for that month. Please refer to School Board Rule 6.549

**PERSONAL CHARGED TO SICK LEAVE:** Personal Leave is a part of each employee's accumulated sick leave balance and is not in addition to your sick leave. Up to six (6) sick leave days may be used for personal reasons. Please refer to School Board Rule 6.546.

**VACATION LEAVE:** Employees on the 12-month schedule earn vacation leave as outlined in School Board Rule 6.541. An employee must be on a paid status for 75% or more of any month to earn leave for that month. Please refer to School Board Rule 6.541

## 14 SICK BANK

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Please contact the Human Resources Department as soon as possible when you believe you may be eligible to use this benefit. They will guide you through the process. Note that sick bank use requests are not automatically approved. Further Information may be found under School Board Rule 6.911.

## 15 DEDUCTIONS PROCESSED THROUGH PAYROLL

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There are many deductions which come out of your paychecks. Below is a list detailing all the potential deduction and the department you will need to contact for further information.

<https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=23001&dataid=94281&FileName=DEDUCTIONS%20PROCESSED%20THROUGH%20PAYROLL.pdf>

## 16 HEALTH BENEFITS DEDUCTIONS

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There will be a total of 20 paychecks with health benefit deductions. Runs marked with an asterisk (\*) will not include health benefit deductions. Please refer to the Benefits Guide provided by the Risk & Management Department. There is a lot of helpful information. Particularly page 35 for those who have questions regarding their coverage.

## 17 FMLA (FAMILY AND MEDICAL LEAVE ACT)

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FMLA permits employees to take up to 12 weeks **unpaid**, job-protected leave, or on an intermittent basis (work a reduced schedule) for certain family and medical reasons. An employee may elect to use leave if available for all or part of their leave. For more information, please contact the Risk & Benefits Management Department by emailing [Insurance@osceolaschools.net](mailto:Insurance@osceolaschools.net) or calling 407-870-4899.

## 18 EMPLOYEES ON A LEAVE OF ABSENCE (LOA)

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Employees who take a leave of absence due FMLA, Workers Compensation, etc. will be paid out all wages earned up through their last day worked according to our payroll schedules for the fiscal year. Payroll does not hold any funds. If the employee returns within the same fiscal year, their remaining wages will be recalculated and paid from that point forward. Please note 24-check election employees who go out on leave for an extended amount of time will have a change in period pay once they return. If they return on March 1<sup>st</sup> or afterwards, they will be placed on a 20-check schedule due to the limited amount of wages left to pay in the fiscal year. They will have to fill out the pay election form in the next fiscal year to change back to a 24-check election.

## 19 OPS CONTRACTS

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When you agree to work on an OPS contract, the party responsible for processing hours worked will create the contract through the employee portal. Once several steps of approval have been met, you will need to sign said contract through the Employee Portal. It is your responsibility to turn in timesheets to the site mandated coordinator/secretary for verification. The site secretary will enter the hours on the coordinating payroll (if the timesheets are given to them on time) and through the payroll process the wages will be paid. Please note no timesheets are ever turned into the Payroll Department. We do not track these in any way. They are the responsibility of the site to manage. Payroll only processes them for payment when they are entered. Also, to be noted is any ops contracts paid are combined with an employee's regular wages to determine the appropriate tax liability for any particular payroll check date; this means that tax deductions from your regular wages may be higher than when there are no ops wages reported.



## 20 TERMINAL LEAVE

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Full time employees may be eligible for a payout of a portion or all of their accumulated leave at separation from the District, in accordance with the School Board rules. All terminal leave payouts are deposited to a tax-sheltered account that is created on behalf of the employee with Bencor, the District's Special Pay Plan administrator.

**TERMINAL PAY FOR SICK LEAVE:** To receive your full accrued value of your sick leave balance upon termination, you must have worked at least thirteen (13) years at The District. Before thirteen (13) years, you receive a percentage of the value of your accrued sick leave balance upon termination according to your years of service. Please refer to School Board Rule 6.912

**TERMINAL PAY FOR VACATION LEAVE:** The maximum number of vacation leave that may be paid out is 450 hours. Please refer to School Board Rule 6.916

**DEFERRED RETIREMENT OPTION PROGRAM (DROP):** Please refer to School Board Rule 6.531

Eligible terminal leave payments can take 45 to 60 business days to process.

For further information regarding BENCOR please go to:

<https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=23000&dataid=94288&FileName=Bencor%20Special%20Pay%20Plan%20Guide.pdf>

## 21 COMMUNICATION

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Please feel free to contact the Payroll Department with any payroll-related question(s) or concern(s). Remember we are here to assist with your payroll needs. Payroll may be emailed at [Payroll@osceolaschools.net](mailto:Payroll@osceolaschools.net) . Our District phone number is 407-870-4818 or ext. 67549.

Human Resources Department may be contacted at [OsceolaHR@osceolaschools.net](mailto:OsceolaHR@osceolaschools.net) or by calling 407-870-4800.

Risk & Benefits Department may be contract at [Insurance@osceolaschools.net](mailto:Insurance@osceolaschools.net) or by calling 407-870-4899.

## Payroll Check Dates 2023-2024

Master Payroll Run No.	Check Date
001	07/13/23
002	07/31/23
003	08/15/23
004	08/31/23
005	09/15/23
006	09/29/23
007	10/13/23
008	10/31/23
009	11/15/23
010	11/30/23
011	12/08/23
012	12/15/23
013	01/12/24
014	01/31/24
015	02/15/24
016	02/29/24
017	03/15/24
018	03/29/24
019	04/15/24
020	04/30/24
021	05/15/24
022	05/31/24
023	06/13/24
024	06/27/24

### Summer Checks

SC1	05/31/24
SC2	05/31/24
SC3	06/07/24
SC4	06/07/24
SC5	06/13/24
SC6	06/27/24

### Clean Up Run

031	07/11/24
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**Regular Employee Schedule For  
OPS Contracts  
(AX, IX, NX, TX, & UX Pay Types)  
2023-2024**

Run No.	Check Date	Days Reported		No. of Days	Paid Thru Date
		From	To		
002	07/31/23	07/01/23	07/14/23	14	07/14/23
003	08/15/23	07/15/23	07/28/23	14	07/28/23
004	08/31/23	07/29/23	08/11/23	14	08/11/23
005	09/15/23	08/12/23	09/01/23	21	09/01/23
006	09/29/23	09/02/23	09/15/23	14	09/15/23
007	10/13/23	09/16/23	09/29/23	14	09/29/23
008	10/31/23	09/30/23	10/13/23	14	10/13/23
009	11/15/23	10/14/23	10/27/23	14	10/27/23
010	11/30/23	10/28/23	11/10/23	14	11/10/23
011	12/08/23	11/11/23	11/24/23	14	11/24/23
012	12/15/23	11/25/23	12/01/23	7	12/01/23
013	01/12/24	12/02/23	12/29/23	28	12/29/23
014	01/31/24	12/30/23	01/12/24	14	01/12/24
015	02/15/24	01/13/24	01/26/24	14	01/26/24
016	02/29/24	01/27/24	02/09/24	14	02/09/24
017	03/15/24	02/10/24	02/23/24	14	02/23/24
018	03/29/24	02/24/24	03/15/24	21	03/15/24
019	04/15/24	03/16/24	03/29/24	14	03/29/24
020	04/30/24	03/30/24	04/12/24	14	04/12/24
021	05/15/24	04/13/24	04/26/24	14	04/26/24
022	05/31/24	04/27/24	05/10/24	14	05/10/24
023	06/13/24	05/11/24	05/24/24	14	05/24/24
024	06/27/24	05/25/24	06/14/24	21	06/14/24
031	07/11/24	06/15/24	06/30/24	16	06/30/24

**Total Days: 366**

**Regular Employee Schedule For  
Overtime & Extra Pay  
( N, T, & U Pay Types)  
2023-2024**

Run No.	Check Date	Days Reported		No. of Days	Paid Thru Date
		From	To		
002	07/31/23	07/01/23	07/14/23	14	07/14/23
003	08/15/23	07/15/23	07/28/23	14	07/28/23
004	08/31/23	07/29/23	08/11/23	14	08/11/23
005	09/15/23	08/12/23	09/01/23	21	09/01/23
006	09/29/23	09/02/23	09/15/23	14	09/15/23
007	10/13/23	09/16/23	09/29/23	14	09/29/23
008	10/31/23	09/30/23	10/13/23	14	10/13/23
009	11/15/23	10/14/23	10/27/23	14	10/27/23
010	11/30/23	10/28/23	11/10/23	14	11/10/23
011	12/08/23	11/11/23	11/24/23	14	11/24/23
012	12/15/23	11/25/23	12/01/23	7	12/01/23
013	01/12/24	12/02/23	12/29/23	28	12/29/23
014	01/31/24	12/30/23	01/12/24	14	01/12/24
015	02/15/24	01/13/24	01/26/24	14	01/26/24
016	02/29/24	01/27/24	02/09/24	14	02/09/24
017	03/15/24	02/10/24	02/23/24	14	02/23/24
018	03/29/24	02/24/24	03/15/24	21	03/15/24
019	04/15/24	03/16/24	03/29/24	14	03/29/24
020	04/30/24	03/30/24	04/12/24	14	04/12/24
021	05/15/24	04/13/24	04/26/24	14	04/26/24
022	05/31/24	04/27/24	05/10/24	14	05/10/24
023	06/13/24	05/11/24	05/24/24	14	05/24/24
024	06/27/24	05/25/24	06/14/24	21	06/14/24
031	07/11/24	06/15/24	06/30/24	16	06/30/24

**Total Days: 366**

# 12 Month, Elected Officials Schedule 2023-2024

Contract Range: 7/1 - 6/30      Pay Types: E1  
 No. of Workdays: 366      Calendar Code: E1  
 No. of Paid Holidays: 0      No. of Checks: 24  
 Total No. of Paid Days: 366      Period Pay Value: 15.21

Run No.	Check Date	Days Reported		No. of Days	Estimated Paid Thru Date
		From	To		
001*	07/13/23				07/16/23
002*	07/31/23	07/01/23	07/14/23	14	07/31/23
003	08/15/23	07/15/23	07/28/23	14	08/16/23
004	08/31/23	07/29/23	08/11/23	14	08/31/23
005	09/15/23	08/12/23	09/01/23	21	09/16/23
006	09/29/23	09/02/23	09/15/23	14	10/01/23
007	10/13/23	09/16/23	09/29/23	14	10/17/23
008	10/31/23	09/30/23	10/13/23	14	11/01/23
009	11/15/23	10/14/23	10/27/23	14	11/17/23
010	11/30/23	10/28/23	11/10/23	14	12/02/23
011	12/08/23	11/11/23	11/24/23	14	12/17/23
012	12/15/23	11/25/23	12/01/23	7	01/01/24
013	01/12/24	12/02/23	12/29/23	28	01/16/24
014	01/31/24	12/30/23	01/12/24	14	01/31/24
015	02/15/24	01/13/24	01/26/24	14	02/15/24
016	02/29/24	01/27/24	02/09/24	14	03/01/24
017	03/15/24	02/10/24	02/23/24	14	03/16/24
018	03/29/24	02/24/24	03/15/24	21	03/31/24
019	04/15/24	03/16/24	03/29/24	14	04/15/24
020	04/30/24	03/30/24	04/12/24	14	04/30/24
021	05/15/24	04/13/24	04/26/24	14	05/15/24
022	05/31/24	04/27/24	05/10/24	14	05/30/24
023*	06/13/24	05/11/24	05/24/24	14	06/14/24
024*	06/27/24	05/25/24	06/30/24	37	06/30/24

**Total Days: 366**

# 12 Month, 260-Day Employee Schedule

JDC Teacher

**2023-2024**

Contract Range: <b>7/3 - 6/30</b>	Pay Type: <b>IJ</b>
No. of Workdays: 250	Calendar Code: C9
No. of Paid Holidays: 10	No. of Checks: 24
Total No. of Paid Days: 260	Period Pay Value: 10.88 days

Run No.	Check Date	Days Reported		No. of Days	Estimated Paid Thru Date
		From	To		
001*	07/13/23				07/14/23
002*	07/31/23	07/03/23	07/14/23	10	07/31/23
003	08/15/23	07/17/23	07/28/23	10	08/15/23
004	08/31/23	07/31/23	08/11/23	10	08/30/23
005	09/15/23	08/14/23	09/01/23	15	09/14/23
006	09/29/23	09/04/23	09/15/23	10	09/29/23
007	10/13/23	09/18/23	09/29/23	10	10/16/23
008	10/31/23	10/02/23	10/13/23	10	10/31/23
009	11/15/23	10/16/23	10/27/23	10	11/15/23
010	11/30/23	10/30/23	11/10/23	10	11/30/23
011	12/08/23	11/13/23	11/24/23	10	12/15/23
012	12/15/23	11/27/23	12/01/23	5	01/01/24
013	01/12/24	12/04/23	12/29/23	20	01/16/24
014	01/31/24	01/01/24	01/12/24	10	01/31/24
015	02/15/24	01/15/24	01/26/24	10	02/15/24
016	02/29/24	01/29/24	02/09/24	10	03/01/24
017	03/15/24	02/12/24	02/23/24	10	03/18/24
018	03/29/24	02/26/24	03/15/24	15	04/02/24
019	04/15/24	03/18/24	03/29/24	10	04/17/24
020	04/30/24	04/01/24	04/12/24	10	05/01/24
021	05/15/24	04/15/24	04/26/24	10	05/16/24
022	05/31/24	04/29/24	05/10/24	10	05/30/24
023*	06/13/24	05/13/24	05/24/24	10	06/14/24
024*	06/27/24	05/27/24	06/28/24	25	06/28/24

**Total Days: 260**

# 12- Month, 253-Day Employee Schedule

JDC Paraprofessional

**2023-24**

Contract Range: <b>7/3 - 6/30</b>	Pay Type: <b>UJ</b>
No. of Workdays: 243	Calendar Code: B1
No. of Paid Holidays: 10	No. of Checks: 24
Total No. of Paid Days: 253	Period Pay Value: 10.58 days

Run No.	Check Date	Days Reported		No. of Days	Estimated Paid Thru Date
		From	To		
001*	07/13/23				07/14/23
002*	07/31/23	07/03/23	07/14/23	10	07/31/23
003	08/15/23	07/17/23	07/28/23	10	08/21/23
004	08/31/23	07/31/23	08/11/23	5	09/05/23
005	09/15/23	08/14/23	09/01/23	15	09/20/23
006	09/29/23	09/04/23	09/15/23	10	10/05/23
007	10/13/23	09/18/23	09/29/23	9	10/23/23
008	10/31/23	10/02/23	10/13/23	9	11/07/23
009	11/15/23	10/16/23	10/27/23	10	11/21/23
010	11/30/23	10/30/23	11/10/23	10	12/06/23
011	12/08/23	11/13/23	11/24/23	10	12/21/23
012	12/15/23	11/27/23	12/01/23	5	01/04/24
013	01/12/24	12/04/23	12/29/23	20	01/19/24
014	01/31/24	01/01/24	01/12/24	10	02/05/24
015	02/15/24	01/15/24	01/26/24	10	02/19/24
016	02/29/24	01/29/24	02/09/24	10	03/05/24
017	03/15/24	02/12/24	02/23/24	10	03/20/24
018	03/29/24	02/26/24	03/15/24	15	04/03/24
019	04/15/24	03/18/24	03/29/24	10	04/17/24
020	04/30/24	04/01/24	04/12/24	10	05/02/24
021	05/15/24	04/15/24	04/26/24	10	05/16/24
022	05/31/24	04/29/24	05/10/24	10	05/30/24
023*	06/13/24	05/13/24	05/24/24	10	06/14/24
024*	06/27/24	05/27/24	06/28/24	25	06/28/24

**Total Days: 253**

# 12- Month, 252-Day Employee Schedule 2023-2024

**A1, I1, N1,**

Contract Range: <b>7/3 - 6/28</b>	Pay Types: <b>T1, U1</b>
No. of Workdays: 240	Calendar Code: D9
No. of Paid Holidays: 12	No. of Checks: 24
Total No. of Paid Days: 252	Period Pay Value: 10.50 days

Run No.	Check Date	Days Reported		No. of Days	Estimated Paid Thru Date
		From	To		
001*	07/13/23				07/14/23
002*	07/31/23	07/03/23	07/14/23	10	07/31/23
003	08/15/23	07/17/23	07/28/23	10	08/14/23
004	08/31/23	07/31/23	08/11/23	10	08/29/23
005	09/15/23	08/14/23	09/01/23	15	09/12/23
006	09/29/23	09/04/23	09/15/23	10	09/27/23
007	10/13/23	09/18/23	09/29/23	10	10/11/23
008	10/31/23	10/02/23	10/13/23	10	10/26/23
009	11/15/23	10/16/23	10/27/23	10	11/09/23
010	11/30/23	10/30/23	11/10/23	10	11/27/23
011	12/08/23	11/13/23	11/24/23	9	12/11/23
012	12/15/23	11/27/23	12/01/23	5	01/01/24
013	01/12/24	12/04/23	12/29/23	16	01/15/24
014	01/31/24	01/01/24	01/12/24	10	01/30/24
015	02/15/24	01/15/24	01/26/24	10	02/13/24
016	02/29/24	01/29/24	02/09/24	10	02/29/24
017	03/15/24	02/12/24	02/23/24	9	03/18/24
018	03/29/24	02/26/24	03/15/24	13	04/02/24
019	04/15/24	03/18/24	03/29/24	10	04/16/24
020	04/30/24	04/01/24	04/12/24	10	05/01/24
021	05/15/24	04/15/24	04/26/24	10	05/15/24
022	05/31/24	04/29/24	05/10/24	10	05/30/24
023*	06/13/24	05/13/24	05/24/24	10	06/13/24
024*	06/27/24	05/27/24	06/28/24	25	06/28/24

Total Days: 252



# 12-Month, 240-Day Employee Schedule

Hourly/Non-Benefited

**2023-2024**

Contract Range: <b>7/3 - 6/28</b>	Pay Types: <b>NH, T4, U4</b>
No. of Workdays: 240	Calendar Code: D5
No. of Paid Holidays: 0	No. of Checks: 24
Total No. of Paid Days: 240	

Run No.	Check Date	Days Reported		No. of Days	Paid Thru Date
		From	To		
002	07/31/23	07/03/23	07/14/23	9	07/14/23
003	08/15/23	07/17/23	07/28/23	10	07/28/23
004	08/31/23	07/31/23	08/11/23	10	08/11/23
005	09/15/23	08/14/23	09/01/23	15	09/01/23
006	09/29/23	09/04/23	09/15/23	9	09/15/23
007	10/13/23	09/18/23	09/29/23	10	09/29/23
008	10/31/23	10/02/23	10/13/23	10	10/13/23
009	11/15/23	10/16/23	10/27/23	10	10/27/23
010	11/30/23	10/30/23	11/10/23	9	11/10/23
011	12/08/23	11/13/23	11/24/23	7	11/24/23
012	12/15/23	11/27/23	12/01/23	5	12/01/23
013	01/12/24	12/04/23	12/29/23	12	12/29/23
014	01/31/24	01/01/24	01/12/24	9	01/12/24
015	02/15/24	01/15/24	01/26/24	9	01/26/24
016	02/29/24	01/29/24	02/09/24	10	02/09/24
017	03/15/24	02/12/24	02/23/24	9	02/23/24
018	03/29/24	02/26/24	03/15/24	13	03/15/24
019	04/15/24	03/18/24	03/29/24	10	03/29/24
020	04/30/24	04/01/24	04/12/24	10	04/12/24
021	05/15/24	04/15/24	04/26/24	10	04/26/24
022	05/31/24	04/29/24	05/10/24	10	05/10/24
023	06/13/24	05/13/24	05/24/24	10	05/24/24
024	06/27/24	05/27/24	06/14/24	14	06/14/24
031	07/11/24	06/17/24	06/28/24	10	06/28/24

Total Days: 240

# 11-Month, 231-Day Employee "A" Schedule 2023-2024

Contract Range: **7/10-6/19**      Pay Types: **A2, NC, UC**  
 No. of Workdays: 222      Calendar Code: D2  
 No. of Paid Holidays: 9      No. of Checks: 24  
 Total No. of Paid Days: 231      Period Pay Value: 9.63 Days

Run No.	Check Date	Days Reported		No. of Days	Estimated Paid Thru Date
		From	To		
002*	07/31/23	07/10/23	07/14/23	5	07/24/23
003	08/15/23	07/17/23	07/28/23	10	08/07/23
004	08/31/23	07/31/23	08/11/23	10	08/18/23
005	09/15/23	08/14/23	09/01/23	15	09/01/23
006	09/29/23	09/04/23	09/15/23	10	09/14/23
007	10/13/23	09/18/23	09/29/23	10	09/28/23
008	10/31/23	10/02/23	10/13/23	10	10/11/23
009	11/15/23	10/16/23	10/27/23	10	10/25/23
010	11/30/23	10/30/23	11/10/23	10	11/07/23
011	12/08/23	11/13/23	11/24/23	7	11/24/23
012	12/15/23	11/27/23	12/01/23	5	12/07/23
013	01/12/24	12/04/23	12/29/23	12	01/02/24
014	01/31/24	01/01/24	01/12/24	10	01/15/24
015	02/15/24	01/15/24	01/26/24	10	01/29/24
016	02/29/24	01/29/24	02/09/24	10	02/09/24
017	03/15/24	02/12/24	02/23/24	9	02/26/24
018	03/29/24	02/26/24	03/15/24	10	03/08/24
019	04/15/24	03/18/24	03/29/24	10	03/29/24
020	04/30/24	04/01/24	04/12/24	10	04/11/24
021	05/15/24	04/15/24	04/26/24	10	04/25/24
022	05/31/24	04/29/24	05/10/24	10	05/08/24
023*	06/13/24	05/13/24	05/24/24	10	05/22/24
SC6*	06/27/24	1 Summer Check			06/05/24
024*	06/27/24	05/27/24	06/19/24	18	06/19/24

**Total Days: 231**

# 11-Month, 231-Day Employee "B" Schedule 2023-2024

Contract Range: **7/17-6/26**      Pay Types: **A3, ND, UD**  
 No. of Workdays: 222      Calendar Code: D7  
 No. of Paid Holidays: 9      No. of Checks: 24  
 Total No. of Paid Days: 231      Period Pay Value: 9.63 Days

Run No.	Check Date	Days Reported		No. of Days	Estimated Paid Thru Date
		From	To		
002*	07/31/23			0	07/31/23
003	08/15/23	07/17/23	07/28/23	10	08/14/23
004	08/31/23	07/31/23	08/11/23	10	08/25/23
005	09/15/23	08/14/23	09/01/23	15	09/08/23
006	09/29/23	09/04/23	09/15/23	10	09/21/23
007	10/13/23	09/18/23	09/29/23	10	10/05/23
008	10/31/23	10/02/23	10/13/23	10	10/18/23
009	11/15/23	10/16/23	10/27/23	10	11/01/23
010	11/30/23	10/30/23	11/10/23	10	11/14/23
011	12/08/23	11/13/23	11/24/23	7	12/01/23
012	12/15/23	11/27/23	12/01/23	5	12/14/23
013	01/12/24	12/04/23	12/29/23	12	01/09/24
014	01/31/24	01/01/24	01/12/24	10	01/22/24
015	02/15/24	01/15/24	01/26/24	10	02/05/24
016	02/29/24	01/29/24	02/09/24	10	02/19/24
017	03/15/24	02/12/24	02/23/24	9	03/04/24
018	03/29/24	02/26/24	03/15/24	10	03/22/24
019	04/15/24	03/18/24	03/29/24	10	04/05/24
020	04/30/24	04/01/24	04/12/24	10	04/18/24
021	05/15/24	04/15/24	04/26/24	10	05/02/24
022	05/31/24	04/29/24	05/10/24	10	05/15/24
023*	06/13/24	05/13/24	05/24/24	10	05/29/24
SC6*	06/27/24	1 Summer Check			06/12/24
024*	06/27/24	05/27/24	06/26/24	23	06/26/24

**Total Days: 231**

# 11-Month, 230-Day Employee Schedule 2023-2024

Contract Range: <b>7/10-6/18</b>	Pay Types: <b>I6, I9, N2</b>
No. of Workdays: 221	Calendar Code: C3
No. of Paid Holidays: 9	No. of Checks: 24
Total No. of Paid Days: 230	Period Pay Value: 9.59 Days

Run No.	Check Date	Days Reported		No. of Days	Estimated Paid Thru Date
		From	To		
002*	07/31/23	07/10/23	07/14/23	5	07/21/23
003	08/15/23	07/17/23	07/28/23	10	08/03/23
004	08/31/23	07/31/23	08/11/23	10	08/17/23
005	09/15/23	08/14/23	09/01/23	15	08/30/23
006	09/29/23	09/04/23	09/15/23	10	09/13/23
007	10/13/23	09/18/23	09/29/23	10	09/26/23
008	10/31/23	10/02/23	10/13/23	10	10/10/23
009	11/15/23	10/16/23	10/27/23	10	10/23/23
010	11/30/23	10/30/23	11/10/23	10	11/06/23
011	12/08/23	11/13/23	11/24/23	6	11/17/23
012	12/15/23	11/27/23	12/01/23	5	12/07/23
013	01/12/24	12/04/23	12/29/23	12	01/01/24
014	01/31/24	01/01/24	01/12/24	10	01/15/24
015	02/15/24	01/15/24	01/26/24	10	01/29/24
016	02/29/24	01/29/24	02/09/24	10	02/12/24
017	03/15/24	02/12/24	02/23/24	10	02/23/24
018	03/29/24	02/26/24	03/15/24	10	03/08/24
019	04/15/24	03/18/24	03/29/24	10	03/28/24
020	04/30/24	04/01/24	04/12/24	10	04/11/24
021	05/15/24	04/15/24	04/26/24	10	04/24/24
022	05/31/24	04/29/24	05/10/24	10	05/08/24
023*	06/13/24	05/13/24	05/24/24	10	05/21/24
SC6*	06/27/24	1 Summer Check			06/04/24
024*	06/27/24	05/27/24	06/18/24	17	06/18/24

**Total Days: 230**

# 10-Month, 217-Day Employee Schedule 2023-2024

Contract Range: <b>7/17-6/10</b>	Pay Types: <b>A4, N5,U3</b>	A5, NF,U8
No. of Workdays: 210	Calendar Code:	C8
No. of Paid Holidays: 7	No. of Checks: 22	24
Total No. of Paid Days: 217	Period Pay Value: 9.86	9.04

Run No.	Check Date	Days Reported		No. of Days	Estimated Paid Thru Date	
		From	To			
003	08/15/23	07/17/23	07/28/23	10	07/28/23	07/28/23
004	08/31/23	07/31/23	08/11/23	10	08/11/23	08/10/23
005	09/15/23	08/14/23	09/01/23	15	08/25/23	08/23/23
006	09/29/23	09/04/23	09/15/23	10	09/08/23	09/05/23
007	10/13/23	09/18/23	09/29/23	10	09/22/23	09/18/23
008	10/31/23	10/02/23	10/13/23	10	10/06/23	09/29/23
009	11/15/23	10/16/23	10/27/23	10	10/20/23	10/12/23
010	11/30/23	10/30/23	11/10/23	10	11/03/23	10/25/23
011	12/08/23	11/13/23	11/24/23	6	11/17/23	11/07/23
012	12/15/23	11/27/23	12/01/23	5	12/07/23	11/23/23
013	01/12/24	12/04/23	12/29/23	11	01/03/24	12/07/23
014	01/31/24	01/01/24	01/12/24	10	01/17/24	01/02/24
015	02/15/24	01/15/24	01/26/24	10	01/31/24	01/15/24
016	02/29/24	01/29/24	02/09/24	10	02/14/24	01/26/24
017	03/15/24	02/12/24	02/23/24	9	02/29/24	02/08/24
018	03/29/24	02/26/24	03/15/24	10	03/21/24	02/22/24
019	04/15/24	03/18/24	03/29/24	10	04/04/24	03/06/24
020	04/30/24	04/01/24	04/12/24	10	04/17/24	03/26/24
021	05/15/24	04/15/24	04/26/24	10	05/01/24	04/08/24
022	05/31/24	04/29/24	05/10/24	10	05/15/24	04/19/24
SC5*	06/13/24	1 Summer Check				05/02/24
023*	06/13/24	05/13/24	05/24/24	10	05/28/24	05/15/24
SC6*	06/27/24	1 Summer Check				05/28/24
024*	06/27/24	05/27/24	06/10/24	11	06/10/24	06/10/24

**Total Days: 217**

# 10-Month, 200-Day Employee Schedule 2023-2024

Contract Range: <b>8/1-6/3</b>	Pay Types: <b>I7</b>	<b>I8</b>
No. of Workdays: 194	Calendar Code: D8	
No. of Paid Holidays: 6	No. of Checks: 20	24
Total No. of Paid Days: 200	Period Pay Value: 10	8.33

Run No.	Check Date	Days Reported		No. of Days	Estimated Paid Thru Date	
		From	To			
003	08/15/23				08/14/23	08/10/23
004	08/31/23	08/01/23	08/11/23	9	08/28/23	08/22/23
005	09/15/23	08/14/23	09/01/23	15	09/11/23	09/01/23
006	09/29/23	09/04/23	09/15/23	10	09/25/23	09/13/23
007	10/13/23	09/18/23	09/29/23	10	10/09/23	09/25/23
008	10/31/23	10/02/23	10/13/23	10	10/23/23	10/05/23
009	11/15/23	10/16/23	10/27/23	10	11/06/23	10/17/23
010	11/30/23	10/30/23	11/10/23	10	11/23/23	10/27/23
011	12/08/23	11/13/23	11/24/23	6	12/08/23	11/08/23
012	12/15/23	11/27/23	12/01/23	5	01/04/24	11/23/23
013	01/12/24	12/04/23	12/29/23	11	01/18/24	12/06/23
014	01/31/24	01/01/24	01/12/24	10	02/01/24	12/25/23
015	02/15/24	01/15/24	01/26/24	10	02/15/24	01/10/24
016	02/29/24	01/29/24	02/09/24	10	03/01/24	01/22/24
017	03/15/24	02/12/24	02/23/24	9	03/22/24	02/02/24
018	03/29/24	02/26/24	03/15/24	10	04/05/24	02/14/24
019	04/15/24	03/18/24	03/29/24	10	04/19/24	02/28/24
020	04/30/24	04/01/24	04/12/24	10	05/03/24	03/18/24
021	05/15/24	04/15/24	04/26/24	10	05/17/24	03/29/24
022	05/31/24	04/29/24	06/03/24	25	06/03/24	04/11/24
SC1*	05/31/24	1 Summer Check				04/24/24
SC2*	05/31/24	1 Summer Check				05/07/24
SC3*	06/07/24	1 Summer Check				05/20/24
SC4*	06/07/24	1 Summer Check				06/03/24

**Total Days: 200**

\*Run 003 will be the First Fiscal 2024 check for employees with a start date of 07/31/23 thru 08/04/23.

# 10-Month, 197-Day Employee Schedule 2023-2024

Contract Range: <b>8/1-5/31</b>	Pay Types: <b>N3, TE</b>	NB,TF
No. of Workdays: 192	Calendar Code: C5	
No. of Paid Holidays: 5	No. of Checks: 22	24
Total No. of Paid Days: 197	Period Pay Value: 8.95	8.21

Run No.	Check Date	Days Reported		No. of Days	Estimated Paid Thru Date	
		From	To			
003	08/15/23				08/11/23	08/11/23
004	08/31/23	08/01/23	08/11/23	9	08/23/23	08/23/23
005	09/15/23	08/14/23	09/01/23	15	09/05/23	09/04/23
006	09/29/23	09/04/23	09/15/23	10	09/18/23	09/15/23
007	10/13/23	09/18/23	09/29/23	9	10/02/23	09/28/23
008	10/31/23	10/02/23	10/13/23	10	10/13/23	10/10/23
009	11/15/23	10/16/23	10/27/23	10	10/26/23	10/20/23
010	11/30/23	10/30/23	11/10/23	10	11/08/23	11/02/23
011	12/08/23	11/13/23	11/24/23	6	11/27/23	11/14/23
012	12/15/23	11/27/23	12/01/23	5	12/08/23	12/01/23
013	01/12/24	12/04/23	12/29/23	11	01/04/24	12/13/23
014	01/31/24	01/01/24	01/12/24	9	01/17/24	01/09/24
015	02/15/24	01/15/24	01/26/24	10	01/30/24	01/19/24
016	02/29/24	01/29/24	02/09/24	10	02/12/24	01/31/24
017	03/15/24	02/12/24	02/23/24	9	02/26/24	02/12/24
018	03/29/24	02/26/24	03/15/24	10	03/08/24	02/23/24
019	04/15/24	03/18/24	03/29/24	10	03/28/24	03/06/24
020	04/30/24	04/01/24	04/12/24	10	04/10/24	03/25/24
021	05/15/24	04/15/24	04/26/24	10	04/23/24	04/04/24
022	05/31/24	04/29/24	05/31/24	24	05/06/24	04/16/24
SC1*	05/31/24	1 Summer Check			05/17/24	04/26/24
SC2*	05/31/24	1 Summer Check				05/08/24
SC3*	06/07/24	1 Summer Check			05/31/24	05/20/24
SC3*	06/07/24	1 Summer Check				05/31/24

**Total Days: 197**

\*Run 003 will be the First Fiscal 2024 check for employees with a start date of 07/29/23 thru 08/04/23.

# 10-Month, 196-Day Employee Schedule 2023-2024

	<b>Pay Types:</b>	<b>I3,IA, IE,N4, N6,TD, U2,U7</b>	<b>I2,IB, IP,NE, NG,TC, UG,U9</b>
<b>Contract Range:</b> 8/3 - 5/30	<b>Calendar Code:</b>	C2	
<b>No. of Workdays:</b> 190	<b>No. of Checks:</b>	20	24
<b>No. of Paid Holidays:</b> 6	<b>Period Pay Value:</b>	9.8	8.17
<b>Total No. of Paid Days:</b> 196			

Run No.	Check Date	Days Reported		No. of Days	Estimated Paid Thru Date	
		From	To			
003	08/15/23				08/16/23	08/14/23
004	08/31/23	08/03/23	08/11/23	7	08/30/23	08/24/23
005	09/15/23	08/14/23	09/01/23	15	09/13/23	09/05/23
006	09/29/23	09/04/23	09/15/23	10	09/27/23	09/15/23
007	10/13/23	09/18/23	09/29/23	10	10/11/23	09/27/23
008	10/31/23	10/02/23	10/13/23	10	10/25/23	10/09/23
009	11/15/23	10/16/23	10/27/23	10	11/08/23	10/19/23
010	11/30/23	10/30/23	11/10/23	10	11/28/23	10/31/23
011	12/08/23	11/13/23	11/24/23	6	12/12/23	11/10/23
012	12/15/23	11/27/23	12/01/23	5	01/08/24	11/28/23
013	01/12/24	12/04/23	12/29/23	11	01/22/24	12/08/23
014	01/31/24	01/01/24	01/12/24	10	02/05/24	01/02/24
015	02/15/24	01/15/24	01/26/24	10	02/20/24	01/12/24
016	02/29/24	01/29/24	02/09/24	10	03/04/24	01/24/24
017	03/15/24	02/12/24	02/23/24	9	03/25/24	02/05/24
018	03/29/24	02/26/24	03/15/24	10	04/05/24	02/15/24
019	04/15/24	03/18/24	03/29/24	10	04/19/24	02/28/24
020	04/30/24	04/01/24	04/12/24	10	05/02/24	03/18/24
021	05/15/24	04/15/24	04/26/24	10	05/16/24	03/28/24
022	05/31/24	04/27/24	05/30/24	23	05/30/24	04/09/24
SC1*	05/31/24	1 Summer Check				04/22/24
SC2*	05/31/24	1 Summer Check				05/03/24
SC3*	06/07/24	1 Summer Check				05/16/24
SC4*	06/07/24	1 Summer Check				05/30/24

**Total Days: 196**

\*Run 003 will be the First Fiscal 2024 check for employees with a start date of 07/31/23 thru 08/04/23.



# 10-Month, 196-Day Employee Schedule

Hourly / Benefited

**2023-2024**

Contract Range:	<b>8/3 - 5/30</b>	Pay Types:	<b>I5</b>
No. of Workdays:	190	Calendar Code:	C2
No. of Paid Holidays:	6	No. of Checks:	20
Total No. of Paid Days:	196		

Run No.	Check Date	Days Reported		No. of Days	Paid Thru Date
		From	To		
004	08/31/23	08/03/23	08/11/23	7	08/11/23
005	09/15/23	08/14/23	09/01/23	15	09/01/23
006	09/29/23	09/04/23	09/15/23	9	09/15/23
007	10/13/23	09/18/23	09/29/23	10	09/29/23
008	10/31/23	10/02/23	10/13/23	10	10/13/23
009	11/15/23	10/16/23	10/27/23	10	10/27/23
010	11/30/23	10/30/23	11/10/23	9	11/10/23
011	12/08/23	11/13/23	11/24/23	5	11/24/23
012	12/15/23	11/27/23	12/01/23	5	12/01/23
013	01/12/24	12/04/23	12/29/23	10	12/29/23
014	01/31/24	01/01/24	01/12/24	9	01/12/24
015	02/15/24	01/15/24	01/26/24	9	01/26/24
016	02/29/24	01/29/24	02/09/24	10	02/09/24
017	03/15/24	02/12/24	02/23/24	9	02/23/24
018	03/29/24	02/26/24	03/15/24	10	03/15/24
019	04/15/24	03/18/24	03/29/24	10	03/29/24
020	04/30/24	04/01/24	04/12/24	10	04/12/24
021	05/15/24	04/15/24	04/26/24	10	04/26/24
022	05/31/24	04/29/24	05/10/24	10	05/10/24
023	06/13/24	05/13/24	05/30/24	13	05/30/24

**Total Days: 190**

# 10-Month, 190-Day Employee Schedule

Hourly/Non-Benefited

**2023-2024**

Contract Range:	<b>8/3 - 5/30</b>	Pay Types:	<b>I4, N9, U5</b>
No. of Workdays:	190	Calendar Code:	C4
No. of Paid Holidays:	0	No. of Checks:	20
Total No. of Paid Days:	190		

Run No.	Check Date	Days Reported		No. of Days	Paid Thru Date
		From	To		
004	08/31/23	08/03/23	08/11/23	7	08/11/23
005	09/15/23	08/14/23	09/01/23	15	09/01/23
006	09/29/23	09/04/23	09/15/23	9	09/15/23
007	10/13/23	09/18/23	09/29/23	10	09/29/23
008	10/31/23	10/02/23	10/13/23	10	10/13/23
009	11/15/23	10/16/23	10/27/23	10	10/27/23
010	11/30/23	10/30/23	11/10/23	9	11/10/23
011	12/08/23	11/13/23	11/24/23	5	11/24/23
012	12/15/23	11/27/23	12/01/23	5	12/01/23
013	01/12/24	12/04/23	12/29/23	10	12/29/23
014	01/31/24	01/01/24	01/12/24	9	01/12/24
015	02/15/24	01/15/24	01/26/24	9	01/26/24
016	02/29/24	01/29/24	02/09/24	10	02/09/24
017	03/15/24	02/12/24	02/23/24	9	02/23/24
018	03/29/24	02/26/24	03/15/24	10	03/15/24
019	04/15/24	03/18/24	03/29/24	10	03/29/24
020	04/30/24	04/01/24	04/12/24	10	04/12/24
021	05/15/24	04/15/24	04/26/24	10	04/26/24
022	05/31/24	04/29/24	05/10/24	10	05/10/24
023	06/13/24	05/13/24	05/30/24	13	05/30/24

**Total Days: 190**

# 9-Month, 190-Day Employee Schedule 2023 - 2024

Contract Range: <b>8/1-5/29</b>	Pay Types: <b>T5, T9</b>	<b>T3, T6</b>
No. of Workdays: 184	Calendar Code: D1	
No. of Paid Holidays: 6	No. of Checks: 20	24
Total No. of Paid Days: 190	Period Pay Value: 9.5	7.92

Run No.	Check Date	Days Reported		No. of Days	Estimated Paid Thru Date	
		From	To			
003	08/15/23				08/17/23	08/15/23
004	08/31/23	08/01/23	08/11/23	6	08/30/23	08/24/23
005	09/15/23	08/14/23	09/01/23	15	09/13/23	09/05/23
006	09/29/23	09/04/23	09/15/23	10	09/27/23	09/14/23
007	10/13/23	09/18/23	09/29/23	9	10/11/23	09/27/23
008	10/31/23	10/02/23	10/13/23	9	10/25/23	10/09/23
009	11/15/23	10/16/23	10/27/23	10	11/08/23	10/20/23
010	11/30/23	10/30/23	11/10/23	10	11/27/23	11/01/23
011	12/08/23	11/13/23	11/24/23	6	12/11/23	11/13/23
012	12/15/23	11/27/23	12/01/23	5	01/05/24	11/29/23
013	01/12/24	12/04/23	12/29/23	11	01/19/24	12/11/23
014	01/31/24	01/01/24	01/12/24	9	02/01/24	01/04/24
015	02/15/24	01/15/24	01/26/24	10	02/15/24	01/16/24
016	02/29/24	01/29/24	02/09/24	10	02/29/24	01/26/24
017	03/15/24	02/12/24	02/23/24	9	03/22/24	02/07/24
018	03/29/24	02/26/24	03/15/24	9	04/04/24	02/20/24
019	04/15/24	03/18/24	03/29/24	10	04/18/24	03/01/24
020	04/30/24	04/01/24	04/12/24	10	05/02/24	03/21/24
021	05/15/24	04/15/24	04/26/24	10	05/15/24	04/02/24
022	05/31/24	04/29/24	05/30/23	22	05/29/24	04/12/24
SC1*	05/31/24	1 Summer Check				04/24/24
SC2*	05/31/24	1 Summer Check				05/06/24
SC3*	06/07/24	1 Summer Check				05/16/24
SC4*	06/07/24	1 Summer Check				05/29/24

**Total Days: 190**

\*Run 003 will be the First Fiscal 2023 check for employees with a start date of 08/01/22 thru 08/05/22.

# 9-Month, 189-Day Employee Schedule 2023-2024

Contract Range: <b>8/7 - 5/29</b>	Pay Types: <b>T7</b>	<b>T2</b>
No. of Workdays: 183	Calendar Code: C6	
No. of Paid Holidays: 6	No. of Checks: 20	24
Total No. of Paid Days: 189	Period Pay Value: 9.45	7.88

Run No.	Check Date	Days Reported		No. of Days	Estimated Paid Thru Date	
		From	To			
003	08/15/23				08/18/23	08/16/23
004	08/31/23	08/07/23	08/11/23	5	08/31/23	08/25/23
005	09/15/23	08/14/23	09/01/23	15	09/14/23	09/06/23
006	09/29/23	09/04/23	09/15/23	10	09/28/23	09/15/23
007	10/13/23	09/18/23	09/29/23	9	10/12/23	09/28/23
008	10/31/23	10/02/23	10/13/23	9	10/26/23	10/09/23
009	11/15/23	10/16/23	10/27/23	10	11/09/23	10/20/23
010	11/30/23	10/30/23	11/10/23	10	11/28/23	11/01/23
011	12/08/23	11/13/23	11/24/23	6	12/12/23	11/13/23
012	12/15/23	11/27/23	12/01/23	5	01/08/24	11/29/23
013	01/12/24	12/04/23	12/29/23	11	01/22/24	12/11/23
014	01/31/24	01/01/24	01/12/24	9	02/02/24	01/04/24
015	02/15/24	01/15/24	01/26/24	9	02/19/24	01/16/24
016	02/29/24	01/29/24	02/09/24	10	03/01/24	01/26/24
017	03/15/24	02/12/24	02/23/24	9	03/25/24	02/07/24
018	03/29/24	02/26/24	03/15/24	9	04/05/24	02/20/24
019	04/15/24	03/18/24	03/29/24	10	04/19/24	03/01/24
020	04/30/24	04/01/24	04/12/24	10	05/02/24	03/21/24
021	05/15/24	04/15/24	04/26/24	10	05/15/24	04/02/24
022	05/31/24	04/29/24	05/29/23	23	05/29/24	04/12/24
SC1*	05/31/24	1 Summer Check				04/24/24
SC2*	05/31/24	1 Summer Check				05/06/24
SC3*	06/07/24	1 Summer Check				05/16/24
SC4*	06/07/24	1 Summer Check				05/29/24

**Total Days: 189**

\*Run 003 will be the First Fiscal 2024 check for employees with a start date of 08/07/23.

# 9-Month, 188-Day Employee Schedule 2023-2024

Contract Range: <b>8/8 - 5/29</b>	Pay Types: <b>UA, U6</b>	UE, UF
No. of Workdays: 183	Calendar Code: D3	
No. of Paid Holidays: 5	No. of Checks: 20	24
Total No. of Paid Days: 188	Period Pay Value: 9.4	7.84

Run No.	Check Date	Days Reported		No. of Days	Estimated Paid Thru Date	
		From	To			
003	08/15/23				08/21/23	08/17/23
004	08/31/23	08/08/23	08/11/23	4	09/01/23	08/28/23
005	09/15/23	08/14/23	09/01/23	15	09/15/23	09/07/23
006	09/29/23	09/04/23	09/15/23	10	09/29/23	09/18/23
007	10/13/23	09/18/23	09/29/23	9	10/13/23	09/29/23
008	10/31/23	10/02/23	10/13/23	10	10/26/23	10/10/23
009	11/15/23	10/16/23	10/27/23	10	11/09/23	10/20/23
010	11/30/23	10/30/23	11/10/23	10	11/28/23	10/31/23
011	12/08/23	11/13/23	11/24/23	6	12/12/23	11/10/23
012	12/15/23	11/27/23	12/01/23	5	01/09/24	11/28/23
013	01/12/24	12/04/23	12/29/23	11	01/23/24	12/08/23
014	01/31/24	01/01/24	01/12/24	8	02/05/24	01/04/24
015	02/15/24	01/15/24	01/26/24	10	02/20/24	01/16/24
016	02/29/24	01/29/24	02/09/24	10	03/04/24	01/26/24
017	03/15/24	02/12/24	02/23/24	9	03/26/24	02/07/24
018	03/29/24	02/26/24	03/15/24	9	04/08/24	02/20/24
019	04/15/24	03/18/24	03/29/24	10	04/19/24	03/01/24
020	04/30/24	04/01/24	04/12/24	10	05/02/24	03/21/24
021	05/15/24	04/15/24	04/26/24	10	05/15/24	04/02/24
022	05/31/24	04/29/24	05/31/24	22	05/29/24	04/12/24
SC1*	05/31/24	1 Summer Check				04/24/24
SC2*	05/31/24	1 Summer Check				05/06/24
SC3*	06/07/24	1 Summer Check				05/16/24
SC4*	06/07/24	1 Summer Check				05/29/24

**Total Days:** 188

\*Run 003 will be the First Fiscal 2024 check for employees with a start date of 08/08/23.

# 9-Month, 183-Day Employee Schedule

Hourly/Non-Benefited

**2023-2024**

Contract Range:	<b>8/8 - 5/29</b>	Pay Types:	<b>UB</b>
No. of Workdays:	183	Calendar Code:	D6
No. of Paid Holidays:	0	No. of Checks:	20
Total No. of Paid Days:	183		

Run No.	Check Date	Days Reported		No. of Days	Paid Thru Date
		From	To		
004	08/31/23	08/08/23	08/11/23	4	08/11/23
005	09/15/23	08/14/23	09/01/23	15	09/01/23
006	09/29/23	09/04/23	09/15/23	9	09/15/23
007	10/13/23	09/18/23	09/29/23	9	09/29/23
008	10/31/23	10/02/23	10/13/23	10	10/13/23
009	11/15/23	10/16/23	10/27/23	10	10/27/23
010	11/30/23	10/30/23	11/10/23	9	11/10/23
011	12/08/23	11/13/23	11/24/23	5	11/24/23
012	12/15/23	11/27/23	12/01/23	5	12/01/23
013	01/12/24	12/04/23	12/29/23	10	12/29/23
014	01/31/24	01/01/24	01/12/24	8	01/12/24
015	02/15/24	01/15/24	01/26/24	9	01/26/24
016	02/29/24	01/29/24	02/09/24	10	02/09/24
017	03/15/24	02/12/24	02/23/24	9	02/23/24
018	03/29/24	02/26/24	03/15/24	9	03/15/24
019	04/15/24	03/18/24	03/29/24	10	03/29/24
020	04/30/24	04/01/24	04/12/24	10	04/12/24
021	05/15/24	04/15/24	04/26/24	10	04/26/24
022	05/31/24	04/29/24	05/10/24	10	05/10/24
023	06/13/24	05/13/24	05/29/24	12	05/29/24

**Total Days: 183**

# 9-Month, 183-Day Food Service Employee Schedule Hourly/Non-Benefited 2023-2024

Contract Range: <b>8/8 - 5/30</b>	Pay Types: <b>T8</b>
No. of Workdays: 183	Calendar Code: C7
No. of Paid Holidays: 0	No. of Checks: 20
Total No. of Paid Days: 183	

Run No.	Check Date	Days Reported		No. of Days	Paid Thru Date
		From	To		
004	08/31/23	08/08/23	08/11/23	4	08/11/23
005	09/15/23	08/14/23	09/01/23	15	09/01/23
006	09/29/23	09/04/23	09/15/23	9	09/15/23
007	10/13/23	09/18/23	09/29/23	9	09/29/23
008	10/31/23	10/02/23	10/13/23	9	10/13/23
009	11/15/23	10/16/23	10/27/23	10	10/27/23
010	11/30/23	10/30/23	11/10/23	9	11/10/23
011	12/08/23	11/13/23	11/24/23	5	11/24/23
012	12/15/23	11/27/23	12/01/23	5	12/01/23
013	01/12/24	12/04/23	12/29/23	10	12/29/23
014	01/31/24	01/01/24	01/12/24	8	01/12/24
015	02/15/24	01/15/24	01/26/24	9	01/26/24
016	02/29/24	01/29/24	02/09/24	10	02/09/24
017	03/15/24	02/12/24	02/23/24	9	02/23/24
018	03/29/24	02/26/24	03/15/24	9	03/15/24
019	04/15/24	03/18/24	03/29/24	10	03/29/24
020	04/30/24	04/01/24	04/12/24	10	04/12/24
021	05/15/24	04/15/24	04/26/24	10	04/26/24
022	05/31/24	04/29/24	05/10/24	10	05/10/24
023	06/13/24	05/13/24	05/29/24	13	05/29/24

**Total Days: 183**

# Substitute Employee Schedule

Hourly

**2023-2024**

**Pay Types: B1, BX**

Max. No. Of Workdays: 240

Maximum No. of Checks: 24

Contract Range: 7/1 - 6/30

Run No.	Check Date	Due in Payroll	Days Reported		No. of Days
			From	To	
901	07/20/23	07/11/23	07/03/23	07/07/23	4
902	08/04/23	07/25/23	07/10/23	07/21/23	10
903	08/21/23	08/15/23	07/24/23	08/11/23	15
904	09/07/23	08/29/23	08/14/23	08/25/23	10
905	09/21/23	09/12/23	08/28/23	09/08/23	9
906	10/06/23	09/26/23	09/11/23	09/22/23	10
907	10/20/23	10/10/23	09/25/23	10/06/23	10
908	11/07/23	10/31/23	10/09/23	10/27/23	15
909	11/17/23	11/14/23	10/30/23	11/09/23	9
910	12/07/23	11/28/23	11/13/23	11/21/23	7
911	12/14/23	12/05/23	11/27/23	12/01/23	5
912	01/05/24	01/02/23	12/04/23	12/18/23	12
913	01/19/24	01/16/24	01/02/24	01/12/24	10
914	02/07/24	01/30/24	01/16/24	01/26/24	9
915	02/21/24	02/06/24	01/29/24	02/02/24	5
916	03/07/24	02/27/24	02/05/24	02/23/24	14
917	03/21/24	03/05/24	02/26/24	03/01/24	5
918	04/05/24	03/26/24	03/04/24	03/22/24	13
919	04/19/24	04/09/24	03/25/24	04/05/24	10
920	05/07/24	04/30/24	04/08/24	04/26/24	15
921	05/21/24	05/16/23	04/29/24	05/10/24	10
922	06/06/24	05/28/23	05/13/24	05/24/24	10
923	06/20/24	06/13/23	05/28/24	06/07/24	9
924	07/05/24	07/02/24	06/10/24	06/28/24	15

**Total Days: 241**



## **Supplement Payment Schedule**

2023-2024

### **Regular Employees**

October 31<sup>st</sup>  
December 15<sup>th</sup>  
March 29<sup>th</sup>  
May 15<sup>th</sup>

### **Substitute Employees**

October 21<sup>st</sup>  
December 14<sup>th</sup>  
March 21<sup>st</sup>  
May 21<sup>st</sup>

## **Shoe & Tool Allowance Payment Schedule**

2023-2024

**October 15, 2023**

**May 15, 2024**

# **Teamster Attendance Incentive** **Payment Schedule**

2023-2024

## **Quarterly Perfect Attendance Incentive of \$125**

### **1st Nine Weeks**

Perfect Attendance report will be due to facilities on November 3rd.  
Facility needs to submit Extra Pay Sheets on RUN 010.  
Payment will be made on RUN 010 - Check Date November 30, 2023.

### **2nd Nine Weeks**

Perfect Attendance report will be due to facilities on January 19th.  
Facility needs to submit Extra Pay Sheets on RUN 015.  
Payment will be made on RUN 015 - Check Date February 15, 2024.

### **3rd Nine Weeks**

Perfect Attendance report will be due to facilities on March 29th.  
Facility needs to submit Extra Pay Sheets on RUN 020.  
Payment will be made on RUN 020 - Check Date April 30, 2024.

### **4th Nine Weeks**

Perfect Attendance report will be due to facilities on June 7th.  
Facility needs to submit Extra Pay Sheets on RUN 033.  
Payment will be made on RUN 033 - Check Date July 10, 2024.