



2023-2024 PAYROLL PROCESSING SCHEDULE

SAP PAY PERIOD #	PAY PERIOD From - Thru	STANDARD DAYS IN PAY PERIOD	DAILY ATTENDANCE SHEETS AVAILABLE TO PRINT	INPUT SCREENS AVAILABLE ON-LINE REFLECTING CURRENT PAY PERIOD	FINAL ROSTERS APPROVED BY 2:00 P.M.	TIME TRANSFER & PAYROLL PROCESS BEGINS	PAY DATE	REMARKS
14	6/23-7/6/23	10	6/20	6/23	7/6	7/6	7/14/23	
15	7/7-7/20/23	10	7/3	7/7	7/20	7/20	7/28/23	
16	7/21-8/3/23	10	7/17	7/21	8/3	8/3	8/11/23	
17	8/4-8/17/23	10***	7/31	8/4	8/17	8/17	8/25/23	
18	8/18-8/31/23	10	8/14	8/18	8/30*	8/30	9/8/23	Approve one (1) day early due to Labor Day
19	9/1-9/14/23	10	8/28	8/31**	9/14	9/14	9/22/23	
20	9/15-9/28/23	10	9/11	9/15	9/28	9/28	10/6/23	
21	9/29-10/12/23	10	9/25	9/29	10/12	10/12	10/20/23	
22	10/13-10/26/23	10	10/9	10/13	10/26	10/26	11/3/23	
23	10/27-11/9/23	10	10/23	10/27	11/8*	11/8	11/17/23	Approve one (1) day early due to Veterans' Day
24	11/10-11/23/23	10	11/6	11/9**	11/16*	11/16	12/1/23	Approve five (5) days early due to Fall Recess/Thanksgiving
25	11/24-12/7/23	10	11/20	11/17**	12/7	12/7	12/15/23	
26	12/8-12/21/23	10	12/4	12/8	12/14*	12/14	12/29/23	Approve five (5) days early due to Winter Recess
1	12/22-1/4/24	10	12/18	12/15**	12/21*	12/21	1/12/24	Approve ten (10) days early due to Winter Recess
2	1/5-1/18/24	10	12/22	12/22**	1/18	1/18	1/26/24	
3	1/19-2/1/24	10	1/16	1/19	2/1	2/1	2/9/24	
4	2/2-2/15/24	10	1/29	2/2	2/14*	2/14	2/23/24	Approve one (1) day early due to Presidents' Day
5	2/16-2/29/24	10	2/12	2/15**	2/29	2/29	3/8/24	
6	3/1-3/14/24	10	2/26	3/1	3/14	3/14	3/22/24	
7	3/15-3/28/24	10	3/11	3/15	3/21*	3/21	4/5/24	Approve five (5) days early due to Spring Recess
8	3/29-4/11/24	10	3/25	3/22**	4/11	4/11	4/19/24	
9	4/12-4/25/24	10	4/8	4/12	4/25	4/25	5/3/24	
10	4/26-5/9/24	10	4/22	4/26	5/9	5/9	5/17/24	
11	5/10-5/23/24	10	5/6	5/10	5/22*	5/22	5/31/24	Approve one (1) day early due to Memorial Day
12	5/24-6/6/24	10	5/20	5/23**	6/6	6/6	6/14/24	
13	6/7-6/20/24	10***	6/3	6/7	6/20	6/20	6/28/24	
14	6/21-7/4/24	10	6/17	6/21	7/3*	7/3	7/12/24	Approve one (1) day early due to Independence Day

* Indicates EARLY PAYROLL APPROVAL REQUIRED!

** When processing Prior Pay Period Corrections, you MUST enter the correct SAP PAY PERIOD #.

*** Days may vary depending on the type of employee.

IMPORTANT NOTE: Payroll for Drivers/Bus Aides (at Transportation Centers) must be approved by **2:00 P.M.**