

Part-Time and Work-Study Time Sheet Schedule | 2023-2024

Please follow this schedule for Web Time Sheets. Employees who do not submit their time by the posted employee deadline will need to work with their approver to get those hours submitted, which can cause a delay in pay.

| REPORT HOURS WORKED IN FOLLOWING PERIODS | EMPLOYEE MUST SUBMIT NO LATER THAN: | SUPERVISOR MUST APPROVE NO LATER THAN: | PAY DATE | PAYROLL # |
|--|-------------------------------------|--|--------------------|-----------|
| June 11 - June 24 | June 26, 2023 | @ June 27, 2023 | July 7, 2023 | 14 |
| June 25 - July 8 | July 10, 2023 | July 12, 2023 | July 21, 2023 | 15 |
| July 9 - July 22 | July 24, 2023 | July 26, 2023 | August 4, 2023 | 16 |
| July 23 - August 5 | August 7, 2023 | August 9, 2023 | August 18, 2023 | 17 |
| August 6 - August 19 | August 21, 2023 | August 23, 2023 | September 1, 2023 | 18 |
| August 20 - September 2 | +September 5, 2023 | September 6, 2023 | September 15, 2023 | 19 |
| September 3 - September 16 | September 18, 2023 | September 20, 2023 | September 29, 2023 | 20 |
| September 17 - September 30 | October 2, 2023 | October 4, 2023 | October 13, 2023 | 21 |
| October 1 - October 14 | October 16, 2023 | October 19, 2023 | October 27, 2023 | 22 |
| October 15 - October 28 | October 30, 2023 | November 1, 2023 | November 10, 2023 | 23 |
| October 29 - November 11 | November 13, 2023 | November 15, 2023 | November 24, 2023 | 24 |
| November 12 - November 25 | November 27, 2023 | November 29, 2023 | December 8, 2023 | 25 |
| November 26 - December 9 | December 11, 2023 | December 13, 2023 | December 22, 2023 | 26 |
| December 10 - December 23 | **December 26, 2023 | **December 27, 2023 | January 5, 2024 | 1 |
| December 24 - January 6 | January 8, 2024 | January 10, 2024 | January 19, 2024 | 2 |
| January 7 - January 20 | January 22, 2024 | January 24, 2024 | February 2, 2024 | 3 |
| January 21 - February 3 | February 5, 2024 | # February 6, 2024 | February 16, 2024 | 4 |
| February 4 - February 17 | February 19, 2024 | February 20, 2024 | March 1, 2024 | 5 |
| February 18 - March 2 | March 4, 2024 | March 5, 2024 | March 15, 2024 | 6 |
| March 3 - March 16 | **March 18, 2024 | **March 19, 2024 | March 29, 2024 | 7 |
| March 17 - March 30 | April 1, 2024 | April 2, 2024 | April 12, 2024 | 8 |
| March 31 - April 13 | April 15, 2024 | April 16, 2024 | April 26, 2024 | 9 |
| April 14 - April 27 | April 29, 2024 | April 30, 2024 | May 10, 2024 | 10 |
| April 28 - May 11 | May 13, 2024 | May 14, 2024 | May 24, 2024 | 11 |
| May 12 - May 25 | +May 28, 2024 | +May 29, 2024 | June 7, 2024 | 12 |
| May 26 - June 8 | June 10, 2024 | June 11, 2024 | June 21, 2024 | 13 |
| June 9 - June 22 | June 24, 2024 | June 25, 2024 | July 5, 2024 | 14 |
| June 23 - July 6 | July 8, 2024 | July 9, 2024 | July 19, 2024 | 15 |

+ Extra time given due to the Holiday

Early deadline due to Learning Day

@ Early approval deadline due to Fabulous Friday

** Deadlines fall on a Holiday break! If employee is not working during the Holiday Break, the timesheet can be submitted and approved on the employee's last day working in the pay period.