PART-TIME EXCEPTION (NON-WEB TIME ENTRY) MONTHLY PAYROLL SCHEDULE - 2023/2024

TIME SHEET DUE DATES	PAYROLL PERIOD
Thursday, July 13, 2023 ***	6/20/23 - 7/19/23
Friday, August 18, 2023 ***	7/20/23 - 8/19/23
Tuesday, September 19, 2023	8/20/23 - 9/19/23
Thursday, October 19, 2023	9/20/23 - 10/19/23
Tuesday, November 14, 2023 ***	10/20/23 - 11/19/23
Tuesday, December 5, 2023 ***	11/20/23 - 12/19/23
Friday, January 19, 2024	12/20/23 - 1/19/24
Monday, February 19, 2024	1/20/24 - 2/19/24
Tuesday, March 12, 2024 ***	2/20/24 - 3/19/24
Thursday, April 18, 2024 ***	3/20/24 - 4/19/24
Tuesday, May 14, 2024 ***	4/20/24 - 5/19/24
Wednesday, June 12, 2024 ***	5/20/24 - 6/19/24

PART-TIME (WEB TIME ENTRY) MONTHLY PAYROLL SCHEDULE - 2023/2024

MONTH/YEAR	SUBMITTAL DATE 4 P.M. (EMPLOYEE)	APPROVER DATE 4 P.M. (SUPERVISOR)
Jul-23	July 13, Thurs. ***	July 17, Mon.
Aug-23	August 18, Fri. ***	August 21, Mon.
Sep-23	September 19, Tues.	September 20, Wed.
Oct-23	October 19, Thurs.	October 20, Fri.
Nov-23	November 14, Tues. ***	November 15, Wed.
Dec-23	December 5, Tues. ***	December 6, Wed.
Jan-24	January 19, Fri.	January 22, Mon.
Feb-24	February 19, Mon.	February 20, Tues.
Mar-24	March 12, Tues. ***	March 13, Wed.
Apr-24	April 18, Thurs. ***	April 19, Fri.
May-24	May 14, Tues. ***	May 15, Wed.
Jun-24	June 12, Wed. ***	June 13, Thurs.

***Project Time:

To project time - since the employee submittal deadline is before the pay period end date, you must project time. You will pre-enter hours for the days you will work after the deadline, up to the end date of the pay period. If you actually do not work that projected time, a paper timesheet will have to be submitted, in order for that time to be removed from your pay.