

Hamilton County School Board 2023-2024 Payroll Schedule

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Board Approved 4/18/2023

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Month and Pay Date	Payroll Run #	Submittal Dates (Dates due to Payroll complete w/supervisor approvals)	Work/Leave Period		
			Begins	Ends	
* 07/13/23	1	07/07/23	06/19/23	07/02/23	
07/28/23	2	07/24/23	07/03/23	07/16/23	
** 08/15/23	3	08/07/23	07/17/23	07/30/23	
08/31/23	4	08/25/23	07/31/23	08/20/23	3 weeks
09/15/23	5	09/11/23	08/21/23	09/03/23	
09/29/23	6	09/25/23	09/04/23	09/17/23	
10/13/23	7	10/09/23	09/18/23	10/01/23	
10/27/23	8	10/23/23	10/02/23	10/15/23	
11/09/23	9	11/03/23	10/16/23	10/29/23	
11/17/23	10	11/13/23	10/30/23	11/05/23	1 week
12/08/23	11	12/01/23	11/06/23	11/19/23	
12/19/23	12	12/12/23	11/20/23	12/03/23	Includes Fall Break
01/12/24	13	01/08/24	12/04/23	12/31/23	4 weeks- Includes 2 weeks Winter Break
01/31/24	14	01/22/24	01/01/24	01/14/24	
02/15/24	15	02/05/24	01/15/24	01/28/24	
02/29/24	16	02/20/24	01/29/24	02/11/24	
03/15/24	17	03/05/24	02/12/24	02/25/24	
03/28/24	18	03/19/24	02/26/24	03/10/24	
04/12/24	19	04/08/24	03/11/24	03/24/24	
04/30/24	20	04/22/24	03/25/24	04/14/24	3 weeks w/Spring Brk
05/10/24	21	05/06/24	04/15/24	04/28/24	
*** 05/17/24	22	N/A	N/A	N/A	
05/31/24	23	05/21/24	04/29/24	05/12/24	
*** 06/06/24	24	N/A	N/A	N/A	
06/13/24	25	06/06/24	05/13/24	05/26/24	
06/27/24	26	06/20/24	05/27/24	06/16/24	3 weeks
			06/17/24	06/30/24	Enter time off through year-end

* First Pay Period of Year for 12 mo Contract Employees

** First Pay Period of Year for **ALL** other Contract Employees

*** Payrolls do not include 12 mo Contract Employees

For purposes of calculating additional/overtime worked, payroll weeks start on a Monday and end on a Sunday. Overtime is paid only to non-exempt employees on hours WORKED over 40 hours per week, not including sick/vacation/holiday hours.

Note: Work/Leave period is for substitutes, other compensation and tracking of leave time. It does not indicate the pay period covered for your contract pay. Contract pay is divided by 24 equal payrolls per fiscal year, not on the number of hours worked during each pay period.