

Monthly Classified Payroll Schedule

July – December 2023

Payroll Periods	Time Sheet Due in Payroll Department	Print Reports	Issue Date
7/1 – 7/31	Pink copy 7/15 White copy 8/01	07/03	07/25 08/10
8/1 – 8/31	Pink copy 8/16 White copy 8/31	08/01	08/25 09/08
9/1 – 9/30	Pink copy 9/16 White copy 9/30	09/01	09/25 10/10
10/1 – 10/31	Pink copy 10/17 White copy 11/01	10/02	10/25 11/09
11/1 – 11/30	Pink copy 11/16 White copy 11/30	11/01	11/22* 12/08
12/1 – 12/31	Pink copy 12/15 White copy 12/22	12/01	12/20* 01/10/24

*Subject to change

Time sheets are due in the **Payroll Department** by 12:00 noon on the designated date

Additional hours and overtime reporting: Submit to payroll on the last day of each month. The timesheet should reflect all overtime worked for the entire month.

Please note: On pink copy of time sheet due prior to mid-month, record all known absences for the entire month – especially those that would result in an employee's unpaid status (leaves, terminations, etc.).

If reportable absences occur after the white time sheet has been submitted, submit a corrected copy of the time report at your earliest opportunity.

Thank you.