



2023-24 TIME CARD & PAYDAY SCHEDULE

July 2023 - June 2024

REGULAR TIME CARDS

Regular time cards are no longer collected effective January 1, 2023.
All leaves for regular employees are to be recorded and submitted DAILY in GETA.

Payroll #	Pay Period	ATTENDANCE ENTRY ON GETA	PAY DAY	DISTRIBUTION
1M	07/01 - 07/31	DAILY	07/31/23	US MAIL
2M	08/01 - 08/31	DAILY	08/31/23	US MAIL
3M	09/01 - 09/30	DAILY	09/29/23	US MAIL
4M	10/01 - 10/31	DAILY	10/31/23	US MAIL
5M	11/01 - 11/30	DAILY	11/30/23	US MAIL
6M	12/01 - 12/31	DAILY	12/28/23	US MAIL
6S	12/01 - 12/31	DAILY	01/03/24	US MAIL
7M	01/01 - 01/31	DAILY	01/31/24	US MAIL
8M	02/01 - 02/29	DAILY	02/29/24	US MAIL
9M	03/01 - 03/31	DAILY	03/29/24	US MAIL
10M	04/01 - 04/30	DAILY	04/30/24	US MAIL
11M	05/01 - 05/31	DAILY	05/31/24	US MAIL
12M	06/01 - 06/30	DAILY	06/28/24	US MAIL

*District pays "even pay" schedule for the pay period, but attendance is in arrears.

EXTRA DUTY TIME CARDS

Fully approved time cards must be received in Fiscal Services by **4:00pm** on the due date
If the due date falls on a non-working day: Time Cards are due on the first work day PRECEDING the due date.

Payroll #	Extra Duty Pay Period	EXTRA DUTY TIME CARD DUE DATE	Extra Duty Pay Date	DISTRIBUTION
2M	07/01 - 07/31	8/3/23	08/31/23	US MAIL
3M	08/01 - 08/31	9/1/23	09/29/23	US MAIL
4M	09/01 - 09/30	10/3/23	10/31/23	US MAIL
5M	10/01 - 10/31	11/1/23	11/30/23	US MAIL
6M	11/01 - 11/30	12/1/23	12/28/23	US MAIL
6S	11/01 - 11/30	12/1/23	01/03/24	US MAIL
7M	12/01 - 12/31	1/3/24	01/31/24	US MAIL
8M	01/01 - 01/31	2/1/24	02/29/24	US MAIL
9M	02/01 - 02/29	3/1/24	03/29/24	US MAIL
10M	03/01 - 03/31	4/3/24	04/30/24	US MAIL
11M	04/01 - 04/30	5/3/24	05/31/24	US MAIL
12M	05/01 - 05/31	6/3/24	06/28/24	US MAIL
12P	06/01 - 06/30	7/1/24	TBD	US MAIL

SUBSTITUTE EMPLOYEES

Includes: Certificated and Classified Substitute, Temporary, and Short-term

PR#	WORK & PAY PERIOD	DUE DATE	PAY DAY	DISTRIBUTION
2A	07/01 - 07/31	08/01/23	08/18/23	US MAIL
3A	08/01 - 08/31	09/01/23	09/20/23	US MAIL
4A	09/01 - 09/30	09/29/23	10/20/23	US MAIL
5A	10/01 - 10/31	11/01/23	11/20/23	US MAIL
6A	11/01 - 11/30	12/01/23	12/20/23	US MAIL
7A	12/01 - 12/31	12/28/23	01/19/24	US MAIL
8A	01/01 - 01/31	02/01/24	02/20/24	US MAIL
9A	02/01 - 02/29	03/01/24	03/20/24	US MAIL
10A	03/01 - 03/31	04/01/24	04/19/24	US MAIL
11A	04/01 - 04/30	05/01/24	05/20/24	US MAIL
12A	05/01 - 05/31	05/31/24	06/20/24	US MAIL
12P	06/01 - 06/30	07/01/24	TBD	US MAIL