

Nebo School District

CERTIFIED AND ADMINISTRATIVE EMPLOYEE PAY PERIODS 2023-2024

| Pay Period Begin Date | Pay Period End Date | Pay Period End Day of Week | Pay Date |
|-----------------------------|---------------------------|----------------------------------|-------------|
| 7/1/2023 | 7/31/2023 | Monday | 7/31/2023 |
| 8/1/2023 | 8/31/2023 | Thursday | 8/31/2023 |
| 9/1/2023 | 9/30/2023 | Saturday | 9/29/2023 |
| 10/1/2023 | 10/31/2023 | Tuesday | 10/31/2023 |
| 11/1/2023 | 11/30/2023 | Thursday | 11/30/2023 |
| 12/1/2023 | 12/31/2023 | Sunday | 12/29/2023 |
| 1/1/2024 | 1/31/2024 | Wednesday | 1/31/2024 |
| 2/1/2024 | 2/29/2024 | Thursday | 2/29/2024 |
| 3/1/2024 | 3/31/2024 | Sunday | 3/29/2024 |
| 4/1/2024 | 4/30/2024 | Tuesday | 4/30/2024 |
| 5/1/2024 | 5/31/2024 | Friday | 5/31/2024 |
| 6/1/2024 | 6/30/2024 | Sunday | 6/28/2024 |

EMPLOYEE REMINDERS:

- * Please enter and approve all leave entries in Time Clock System for the prior week by the end of day on the following Monday.
- * Payroll deduction changes must be requested by the 10th of the month in order for them to be reflected in that month's payroll.

SUPERVISOR REMINDERS:

- * Please review and approve/disapprove all leave entries in the Time Clock System for the prior week by the end of day on the following Tuesday.
- * Please submit all payment requests, payroll adjustment forms, job change requests, and termination information by the 10th of the month to be included in that month's payroll.