

# 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.
- \* All payment requests, payroll adjustment forms, job change requests, and termination information must be properly approved and received by the Payroll Department by the 10th of the month for them to be included in that month's payroll.