

# Nebo School District

## CLASSIFIED EMPLOYEE PAY PERIODS

### 2023-2024

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

***EMPLOYEE REMINDERS:***

\* Please enter and approve all time and 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 time and 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.