

2023-2024 Classified Hourly Pay Calendar

Pay Period	Pay Period Begin Date	Pay Period End Date	Timesheets Due to Payroll Office	Pay Date
1	03/23/23	04/05/23	04/07/23	04/26/23
2	04/06/23	04/19/23	04/21/23	05/10/23
3	04/20/23	05/03/23	05/05/23	05/24/23
4	05/04/23	05/17/23	05/19/23	06/07/23
5	05/18/23	05/31/23	06/02/23	06/21/23
6	06/01/23	06/14/23	06/16/23	07/05/23
7	06/15/23	06/28/23	06/30/23	07/19/23
8	06/29/23	07/12/23	07/14/23	08/02/23
9	07/13/23	07/26/23	07/28/23	08/16/23
10	07/27/23	08/09/23	08/11/23	08/30/23
11	08/10/23	08/23/23	08/25/23	09/13/23
12	08/24/23	09/06/23	09/08/23	09/27/23
13	09/07/23	09/20/23	09/22/23	10/11/23
14	09/21/23	10/04/23	10/06/23	10/25/23
15	10/05/23	10/18/23	10/20/23	11/08/23
16	10/19/23	11/01/23	11/03/23	11/22/23
17	11/02/23	11/15/23	11/17/23	12/06/23
18	11/16/23	11/29/23	12/01/23	12/20/23
19	11/30/23	12/13/23	12/15/23	01/03/24
20	12/14/23	12/27/23	12/29/23	01/17/24
21	12/28/23	01/10/24	01/12/24	01/31/24
22	01/11/24	01/24/24	01/26/24	02/14/24
23	01/25/24	02/07/24	02/09/24	02/28/24
24	02/08/24	02/21/24	02/23/24	03/13/24
25	02/22/24	03/06/24	03/08/24	03/27/24
26	03/07/24	03/20/24	03/22/24	04/10/24

2023-2024 Pay Schedule - For Staff Appointed at an Hourly Rate

Temporary Classified Personnel appointed at an hourly rate of pay are required to submit timesheets to the Payroll Office on a bi-weekly basis via the online Time & Attendance System.

Each timesheet should cover one of the two-week periods indicated on the Pay Schedule. Time worked must be recorded **daily** using **hour**, **half-hour**, or **quarter-hour** units. A lunch break of at least one-half hour **must be taken and indicated on the timesheet** during any workday consisting of six or more hours.

Please forward all timesheets to your supervisor for approval.