



# CLAY COUNTY DISTRICT SCHOOLS 2023 - 2024 PAYROLL CALENDAR PAYROLL MASTER CALENDAR DATES

# Checks	Remaining Checks	PAY DATE	PAY PERIOD	BEGIN DATE	END DATE	EMPLOYEE SUBMIT TIMESHEET	ADMINISTRATORS MUST SUBMIT TIMECARDS AND CERTIFICATIONS BY 4:00PM	PAYROLL MERGE 9:00AM	HR FINAL KEY 3:00PM	BN FINAL KEY 4:00PM	PAYROLL PROCESS	PAYROLL / VENDOR CHECKS ISSUED	
SUMMER/CLOSEOUT		07/07/23	2301122	06/01/23	06/30/23	06/27/23	06/28/23	06/29/23	06/28/23		07/05/23	07/06/23	
1	24	07/14/23	2301130	07/01/23	07/08/23	07/06/23	07/06/23	07/10/23	07/06/23		07/12/23	07/13/23	
2	23	07/31/23	2301140	07/09/23	07/15/23	07/13/23	07/18/23	07/20/23	07/19/23		07/26/23	07/27/23	
3	22	08/15/23	2301150	07/16/23	07/29/23	07/28/23	08/01/23	08/07/23	08/03/23		08/10/23	08/11/23	
4	21	08/31/23	2301160	07/30/23	08/19/23	08/18/23	08/22/23	08/25/23	08/22/23		08/28/23	08/29/23	
5	20	09/15/23	2301170	08/20/23	09/02/23	09/01/23	09/05/23	09/11/23	09/05/23	09/07/23	09/12/23	09/13/23	
6	19	09/29/23	2301180	09/03/23	09/16/23	09/15/23	09/19/23	09/21/23	09/19/23	09/21/23	09/26/23	09/27/23	
7	18	10/13/23	2301190	09/17/23	09/30/23	09/29/23	10/03/23	10/06/23	10/03/23	10/05/23	10/10/23	10/11/23	
8	17	10/31/23	2301200	10/01/23	10/21/2023	10/20/23	10/20/23	10/23/23	10/20/23	10/24/23	10/26/23	10/27/23	
9	16	11/15/23	2301210	10/22/23	11/04/23	11/03/23	11/06/23	11/07/23	11/06/23	11/07/23	11/09/23	11/13/23	
10	15	11/30/23	2301220	11/05/23	11/18/23	11/17/23	11/17/23	11/21/23	11/17/23	11/21/23	11/27/23	11/30/23	
11	14	12/15/23	2301230	11/19/23	12/02/23	12/01/23	12/05/23	12/06/23	12/05/23	12/07/23	12/12/23	12/13/23	
12	13	12/29/23	2301240	12/03/23	12/16/23	12/15/23	12/15/23	12/19/23	12/15/23	12/19/23	12/20/23	12/21/23	
13	12	01/12/24	2401010	12/17/23	12/31/23	01/02/24	01/03/24	01/04/24	01/03/24	01/05/24	01/09/24	01/10/24	
14	11	01/31/24	2401020	01/01/24	01/20/24	01/19/24	01/22/24	01/23/24	01/22/24	01/24/24	01/26/24	01/29/24	
15	10	02/15/24	2401030	01/21/24	02/03/24	02/02/24	02/05/24	02/07/24	02/05/24	02/07/24	02/12/24	02/13/24	
16	9	02/29/24	2401040	02/04/24	02/17/24	02/16/24	02/20/24	02/22/24	02/20/24	02/22/24	02/26/24	02/27/24	
17	8	03/15/24	2401050	02/18/24	03/02/24	03/01/24	03/05/24	03/07/24	03/05/24	03/07/24	03/12/24	03/13/24	
18	7	03/28/23	2401060	03/03/24	03/16/24	03/15/24	03/19/24	03/21/24	03/19/24	03/21/24	03/25/24	03/26/24	
19	6	04/15/24	2401070	03/17/24	04/06/24	04/05/24	04/08/24	04/09/24	04/08/24	04/09/24	04/10/24	04/11/24	
20	5	04/30/24	2401080	04/07/24	04/20/24	04/19/24	04/22/24	04/23/24	04/22/24	04/23/24	04/25/24	04/26/24	
21	4	05/15/24	2401090	04/21/24	05/04/24	05/03/24	05/06/24	05/07/24	05/06/24	05/08/24	05/10/24	05/13/24	
22	3	05/31/24	2401100	05/05/24	05/18/24	05/17/24	05/21/24	05/22/24	05/21/24	05/23/24	05/28/24	05/29/24	
		<b>05/31/24</b>	<b>10 month (3) INST Summer Checks / 10 month FYCA (2) INST Summer checks</b>									<b>05/29/24</b>	
23	2	06/14/24	2401110	05/19/24	05/25/24	05/24/24	05/28/24	06/04/24	05/28/24	06/04/24	06/11/24	06/12/24	
24	1	06/28/24	2401120	05/26/24	06/30/24	last work day**	06/20/24	06/21/24	06/20/24	06/21/24	06/25/24	06/26/24	
		<b>06/28/24</b>	<b>11 month (2) INST Summer Checks</b>									<b>06/26/24</b>	