

COMMUNITY HIGH SCHOOL DISTRICT #94

MEMORANDUM

Date: 8-03-22

TO: ALL STAFF
 FROM: Payroll
 RE: **2022-2023 PAYROLL SCHEDULE**

Please use the schedule below for timesheet submittal as indicated for each payroll cycle.

This schedule will be a guideline for processing timesheets submitted for custodians, part-time workers, substitutes, student workers, cafeteria supervisors, adult education personnel, and authorized extra-duty.

It will also function as a guideline for processing dock days, and reporting sick time on paycheck stubs.

<u>REPORTS COVER THE FOLLOWING PAY PERIODS</u>	<u>TIME REPORTS DUE</u>	<u>2022-2023 PAYCHECK ISSUED</u>
06/13-06/26 06/27-07/10	June 28, 2022 July 12, 2022	July 15, 2022 July 29, 2022
07/11-07/24 07/25-08/14	July 26, 2022 August 16, 2022	August 15, 2022 August 31, 2022
08/15-08/28 08/29-09/11	August 30, 2022 September 13, 2022	September 15, 2022 September 30, 2022
09/12-9/25 9/26-10/09	September 27, 2022 October 11, 2022	October 14, 2022 October 31, 2022
10/10-10/23 10/24-11/06	October 25, 2022 November 8, 2022	November 15, 2022 November 30, 2022
11/07-11/20 11/21-12/04	November 22, 2022 December 6, 2022	December 15, 2022 December 30, 2022
12/05-12/25 12/26-1/8/22	December 27, 2022 January 10, 2023	January 13, 2023 January 31, 2023
01/09-01/22 01/23-02/05	January 24, 2023 February 7, 2023	February 15, 2023 February 28, 2023
02/06-02/19 02/20-03/05	February 21, 2023 March 7, 2023	March 15, 2023 March 31, 2023
03/06-03/26 03/27-04/09	March 28, 2023 April 11, 2023	April 14, 2023 April 28, 2023
04/10-04/23 04/24-05/07	April 25, 2023 May 9, 2023	May 15, 2023 May 31, 2023
<i>5/08-5/28 due 5/30</i> 5/29-6/11 Support due 6/13 5/29-6/30 Tchr due 6/13	May 30, 2023 June 13, 2023	June 15, 2023 June 30, 2023
6/12-6/25 Supt / Tchr 7/1-7/02 6/26-7/9 Supt / Tchr 7/3-7/9	June 27, 2023 July 11, 2023	July 14, 2023 July 31, 2023
07/10-07/23 07/24-08/13	July 25, 2023 August 15, 2023	August 15, 2023 August 31, 2023