



2023 - 2024
Semi - Monthly Payroll Schedule

Manor Independent School District

Base wages are annualized regardless of the pay periods covered in this schedule.

<u>Pay Date</u>	<u>Timesheet Pay Period</u>			<u>Due to Payroll by</u>
	Substitute, Extra Duty and Supplemental pay are based on hours/days worked during a pay period. <small>Supplemental pay is Overtime, Dock and additional straight time worked outside of contractual hours.</small>			
JULY 14th 2023 31st	06/12/23	through	06/25/23	Tuesday, 06/27/23
	06/26/23	through	07/16/23 *	Tuesday, 07/18/23
AUGUST 15th 2023 31st	07/17/23	through	07/30/23	Tuesday, 08/01/23
	07/31/23	through	08/13/23	Wednesday, 08/16/23
SEPTEMBER 15th 2023 29th	08/14/23	through	08/27/23	Tuesday, 08/29/23
	08/28/23	through	09/17/23 *	Tuesday, 09/19/23
OCTOBER 13th 2023 31st	09/18/23	through	10/01/23	Tuesday, 10/03/23
	10/02/23	through	10/15/23	Tuesday, 10/17/23
NOVEMBER 15th 2023 30th	10/16/23	through	10/29/23	Wednesday, 11/01/23
	10/30/23	through	11/12/23	Tuesday, 11/14/23
DECEMBER 15th 2023 29th	11/13/23	through	11/26/23	Tuesday, 11/28/23
	11/27/23	through	12/10/23	Tuesday, 12/12/23
JANUARY 12th 2024 31st	No Supplemental/Substitute Pay			Base Wages Only
	12/11/23	through	01/07/24 **	Tuesday, 01/09/24
FEBRUARY 15th 2024 29th	01/08/24	through	01/28/24 *	Tuesday, 01/30/24
	01/29/24	through	02/11/24	Tuesday, 02/13/24
MARCH 15th 2024 29th	02/12/24	through	02/25/24	Tuesday, 02/27/24
	02/26/24	through	03/17/24 *	Tuesday, 03/19/24
APRIL 15th 2024 30th	03/18/24	through	03/31/24	Tuesday, 04/02/24
	04/01/24	through	04/14/24	Tuesday, 04/16/24
MAY 15th 2024 31st	04/15/24	through	04/28/24	Wednesday, 05/01/24
	04/29/24	through	05/12/24	Tuesday, 05/14/24
JUNE 14th 2024 28th	05/13/24	through	05/26/24	Wednesday, 05/29/24
	05/27/24	through	06/09/24	Tuesday, 06/11/24
JULY*** 15th 2024 31st	06/10/24	through	06/23/24	Tuesday, 06/25/24
	06/24/24	through	07/14/24 *	Tuesday, 07/16/24

Subject to Change

*3 week pay period

**4 week pay period

TrueTime and Extra Duty Timesheets are due by 4:00 pm on the first business day of each week.

Timesheet approvals are due to payroll by 5:00 pm on the due date listed. Payroll can not guarantee on-time payment unless the timesheet is submitted **and** approved by the due dates.

Substitutes need to check Absence Management to ensure assignments have been entered correctly. Contact the Sub coordinator at the campus where the assignment was completed if you have questions.