

PERQUIMANS COUNTY SCHOOLS

TIME SHEET SCHEDULE

2023-2024

	TEN MONTH EMPLOYEES			TWELVE MONTH EMPLOYEES			CHECKS RELEASED
MONTH	ACTUAL PAY PERIOD	CUTOFF DATES FOR LEAVE AND EXTRA TIME— ACTUAL PAY PERIOD FOR SUBS, BUS DRIVERS, SCHOOL NUTRITION (HOURLY EMPLOYEES)	TIME SHEETS DUE TO THE CENTRAL OFFICE	ACTUAL PAY PERIOD	CUTOFF DATES FOR LEAVE AND EXTRA TIME— ACTUAL PAY PERIOD FOR SUBS, BUS DRIVERS, SCHOOL NUTRITION (HOURLY EMPLOYEES)	TIME SHEETS DUE TO THE CENTRAL OFFICE	CHECKS RELEASED FOR ALL EMPLOYEES
July	Extended Employment 7/1 – 7/31	6/15-7/8	7/11	7/1-7/31 (21)	6/11-7/8	7/11	7/25
August	8/14 - 9/11 (21)	7/9-8/5	8/8	8/1-8/31 (23)	7/9-8/5	8/8	8/25
September	9/12 - 10/11 (22)	8/6-9/2	9/7	9/1-9/30 (21)	8/6-9/2	9/7	9/25
October	10/12 - 11/9 (21)	9/3-9/30	10/4	10/1-10/31 (22)	9/3-9/30	10/4	10/25
November	11/10- 12/11 (22)	10/1-10/28	11/1	11/1-11/30 (22)	10/1-10/28	11/1	11/21
December	12/12 - 1/9 (21)	10/29-11/25	11/29	12/1-12/31 (21)	10/29-11/25	11/29	12/20
January	1/10 - 2/8 (22)	11/26-1/6	1/10	1/1-1/31 (23)	11/26-1/6	1/10	1/25
February	2/9- 3/8 (21)	1/7-2/3	2/7	2/1-2/29 (21)	1/7-2/3	2/7	2/23
March	3/9 - 4/9 (22)	2/4-3/2	3/6	3/1-3/31 (21)	2/4-3/2	3/6	3/25
April	4/10 - 5/8 (21)	3/3-4/6	4/10	4/1-4/30 (22)	3/3-4/6	4/10	4/25
May	5/9 - 6/7 (22)	4/7-5/4	5/8	5/1-5/31 (23)	4/7-5/4	5/8	5/24
June	Extended Employment 6/8 – 6/30	5/5-6/7	6/10	6/1-6/30 (21)	5/5-6/8	6/10	6/25

HOLIDAYS are automatically deducted on the designated Holiday dates.

CHRISTMAS AND SPRING BREAK - Annual leave is automatically deducted for 10-month employees. Twelve month employees have the option to work, so they will need to put in leave for any days not worked.

MAY PAYROLL (MOM) - Will send e-mail with instructions regarding leave projection.

JUNE PAYROLL (EOM) – Payroll is due 6/10 as noted above.

JUNE PAYROLL (MOM) – Payroll is due 6/10 as noted above. This should include everything through the end of the school year, as well as time sheets for any extended employment that will be worked through 6/30. All time worked in June must be paid in June. Will send e-mail with instructions.