

NORTHFIELD PUBLIC SCHOOLS

2022-23 PAYROLL CALENDAR

Pay Day	Payroll Period	
July 15, 2022	6/16/22 - 6/30/22	
July 29, 2022	7/01/22 - 7/15/22	
August 15, 2022	7/16/22 - 7/29/22	
August 30, 2022	7/30/22 - 8/15/22	
September 15, 2022	8/16/22 - 8/30/22	
September 30, 2022	8/31/22 - 9/15/22	*
October 14, 2022	9/16/22 - 9/30/22	*
October 28, 2022	10/01/22 - 10/14/22	*
November 15, 2022	10/15/22 - 10/28/22	*
November 30, 2022	10/29/22 - 11/15/22	*
December 15, 2022	11/16/22 - 11/30/22	*
December 30, 2022	12/01/22 - 12/15/22	*
January 13, 2023	12/16/22 - 12/30/22	
January 30, 2023	12/31/22 - 1/13/23	*
February 15, 2023	1/14/23 - 1/30/23	*
February 28, 2023	1/31/23 - 2/15/23	*
March 15, 2023	2/16/23 - 2/28/23	*
March 30, 2023	3/01/23 - 3/15/23	*
April 14, 2023	3/16/23 - 3/30/23	
April 28, 2023	3/31/23 - 4/14/23	*
May 15, 2023	4/15/23 - 4/28/23	*
May 30, 2023	4/29/23 - 5/15/23	*
June 15, 2023	5/16/23 - 5/30/23	*
June 30, 2023	5/31/23 - 6/15/23	

NOTES:

1) ALL PAYROLL DOCUMENTATION MUST BE RECEIVED IN THE DISTRICT OFFICE ON THE AFTERNOON OF THE FOURTH BUSINESS DAY FOLLOWING THE LAST DAY OF THE PAYROLL PERIOD TO GUARANTEE PAYMENT.

2) SUPERVISORS ARE RESPONSIBLE FOR MEETING THIS DEADLINE

3) INCOMPLETE PAYROLL DOCUMENTATION WILL BE RETURNED AT THE DISCRETION OF THE PAYROLL SPECIALIST

4) FRONTLINE TIME & ATTENDANCE APPROVALS FOR PRIOR WEEK (SUN-SAT);

EMPLOYEES = EVERY MONDAY (WEEKLY APPROVAL)

SUPERVISOR = EVERY TUESDAY (WEEKLY APPROVAL)

IT IS THE EMPLOYEES RESPONSIBILITY TO SUBMIT THEIR ELECTRONIC TIMESHEET.

UNSUBMITTED TIMESHEETS WILL NOT BE PAID.

* - THESE PAY DAYS WILL HAVE BENEFIT DEDUCTIONS FOR HOURLY STAFF WHO WORK PRIMARILY ON STUDENT CONTACT DAYS