

# NORTHFIELD PUBLIC SCHOOLS

## 2023-24 PAYROLL CALENDAR

Pay Day	Payroll Period	
July 14, 2023	6/16/23 - 6/30/23	
July 28, 2023	7/01/23 - 7/14/23	
August 15, 2023	7/15/23 - 7/28/23	
August 30, 2023	7/29/23 - 8/15/23	
September 15, 2023	8/16/23 - 8/30/23	
September 29, 2023	8/31/23 - 9/15/23	*
October 13, 2023	9/16/23 - 9/29/23	*
October 30, 2023	9/30/23 - 10/13/23	*
November 15, 2023	10/14/23 - 10/30/23	*
November 30, 2023	10/31/23 - 11/15/23	*
December 15, 2023	11/16/23 - 11/30/23	*
December 29, 2023	12/01/23 - 12/15/23	*
January 12, 2024	12/16/23 - 12/29/23	
January 30, 2024	12/30/23 - 1/12/24	*
February 15, 2024	1/13/24 - 1/30/24	*
February 29, 2024	1/31/24 - 2/15/24	*
March 15, 2024	2/16/24 - 2/29/24	*
March 29, 2024	3/01/24 - 3/15/24	*
April 15, 2024	3/16/24 - 3/29/24	
April 30, 2024	3/30/24 - 4/15/24	*
May 15, 2024	4/16/24 - 4/30/24	*
May 30, 2024	5/01/24 - 5/15/24	*
June 14, 2024	5/16/24 - 5/30/24	*
June 28, 2024	5/31/24 - 6/14/24	

**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) RED ROVER TIME SHEET SUBMISSIONS AND APPROVALS FOR PRIOR WEEK (SUN-SAT);  
 DUE FOR EMPLOYEES = EVERY MONDAY (WEEKLY APPROVAL REQUIRED)  
 DUE FOR SUPERVISORS = EVERY TUESDAY (WEEKLY APPROVAL REQUIRED)

**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