



2023 Paycheck Schedule and Timesheet/Overtime/DSC Cut Off Dates

Check Date	Pay Period/ Entry Dates for DSC	Payroll Cut off Date- Timesheets/ DSC	Approval DSC Cut off 9am	Comments
01/13/2023	12/18 - 12/31	12/31	01/03	*1st pay of New Calendar Year / No employee share of pension until \$6000.00 gross
01/27/2023	01/01 - 01/14	01/14	01/16	
02/10/2023	01/15 - 01/28	01/28	01/30	
02/24/2023	01/29 - 02/11	02/11	02/13	
03/10/2023	02/12 - 02/25	02/25	02/27	
03/24/2023	02/26 - 03/11	03/11	03/13	
04/06/2023	03/12 - 03/25	03/25	03/27	
04/21/2023	03/26 - 04/08	04/08	04/10	
05/05/2023	04/09 - 04/22	04/22	04/24	
05/19/2023	04/23 - 05/06	05/06	05/08	
06/02/2023	05/07 - 05/20	05/20	05/22	
06/16/2023	05/21 - 06/03	06/03	06/05	
06/30/2023	06/04 - 06/17	06/17	06/19	*Last pay for 22 pay
07/14/2023	06/18 - 07/01	07/01	07/03	*summer pay-26
07/28/2023	07/02 - 07/15	07/15	07/17	* summer pay -26 pay/3rs pay no benefit deduction
08/11/2023	07/16 - 07/29	07/29	07/31	*summer pay-26
08/25/2023	07/30 - 08/12	08/12	08/14	* summer pay -26 pay
09/08/2023	08/13 - 08/26	08/26	08/28	First pay of new school year for 26 and 22 pays
09/22/2023	08/27 - 09/09	09/09	09/11	
10/06/2023	09/10 - 09/23	09/23	09/25	
10/20/2023	09/24 - 10/07	10/07	10/09	
11/03/2023	10/08 - 10/21	10/21	10/23	
11/17/2023	10/22 - 11/04	11/04	11/06	
12/01/2023	11/05 - 11/18	11/18	11/20	
12/15/2023	11/19 - 12/02	12/02	12/04	*
12/29/2023	12/03 - 12/16	12/16	12/18	Last pay of calendar year-YTD for W-2s/3rs pay no benefit deduction
01/12/2024	12/17 - 12/30	12/30	01/01	*1st pay of New Calendar Year / No employee share of pension until \$6000.00 gross/no benefits

***Cut off dates for holidays/shortened pay may be subject to change**

Please note: Overtime, Timesheets and/or Time entered and/or approved in DSC after the payroll cut off date will be paid in the next available pay cycle.

The Colonial School District shall not discriminate in its employment practices or its educational programs and activities of students on the basis of race, creed, color, religion, national origin, age, sex, sexual orientation, domicile, marital status, disability, genetic information, veteran status, or any legally protected characteristic.