

2024 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
01/12/2024	12/17 - 12/30	12/30	01/02	*1st pay of New Calendar Year / No employee share of pension until \$6000.00 gross
01/26/2024	12/31 - 01/13	01/13	01/16	
02/09/2024	01/14 - 01/27	01/27	01/29	
02/23/2024	01/28 - 02/10	02/10	02/12	
03/08/2024	02/11 - 02/24	02/24	02/26	
03/22/2024	02/25 - 03/09	03/09	03/11	
04/05/2024	03/10 - 03/23	03/23	03/25	
04/19/2024	03/24 - 04/06	04/06	04/08	
05/03/2024	04/07 - 04/20	04/20	04/22	
05/17/2024	04/21 - 05/04	05/04	05/06	
05/31/2024	05/05 - 05/18	05/18	05/20	3rd pay; no ben deductions
06/14/2024	05/19 - 06/01	06/01	06/03	
06/28/2024	06/02 - 06/15	06/15	06/17	
07/12/2024	06/16 - 06/29	06/29	07/01	*Last pay for 22 pay
07/26/2024	06/30 - 07/13	07/13	07/15	* summer pay -26 pay
08/09/2024	07/14 - 07/27	07/27	07/29	* summer pay -26 pay
08/23/2024	07/28 - 08/10	08/10	08/12	* summer pay -26 pay
09/06/2024	08/11 - 08/24	08/24	08/26	* summer pay -26 pay
09/20/2024	08/25 - 09/07	09/07	09/09	First pay of new school year for 26 and 22 pays
10/04/2024	09/08 - 09/21	09/21	09/23	
10/18/2024	09/22 - 10/05	10/05	10/07	
11/01/2024	10/06 - 10/19	10/19	10/21	
11/15/2024	10/20 - 11/02	11/02	11/04	
11/27/2024	11/03 - 11/16	11/16	11/18	3rd pay; no ben deductions
12/13/2024	11/17 - 11/30	11/30	12/02	
12/27/2024	12/01 - 12/14	12/14	12/16	Last pay of calendar year-YTD for W-2s
01/10/2025	12/15 - 12/28	12/28	12/30	*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.

Posted: 11/7/2023