



PAYROLL TIMEKEEPER & APPROVAL SCHEDULE

Payroll Schedule School Year 2022/2023

	PAY PERIOD	TIMESHEETS DUE	PAYDATE
01	06/15/2022 - 06/30/2022	07/01/2022	07/08/2022
02	07/01/2022 - 07/15/2022	07/18/2022	07/25/2022
03	07/16/2022 - 07/31/2022	08/01/2022	08/10/2022
04	08/01/2022 - 08/15/2022	08/16/2022	08/25/2022
05	08/16/2022 - 08/31/2022	09/01/2022	09/09/2022
06	09/01/2022 - 09/15/2022	09/16/2022	09/23/2022
07	09/16/2022 - 09/30/2022	10/03/2022	10/10/2022
08	10/01/2022 - 10/15/2022	10/17/2022	10/25/2022
09	10/16/2022 - 10/31/2022	11/01/2022	11/10/2022
10	11/01/2022 - 11/15/2022	11/16/2022	11/23/2022
11	11/16/2022 - 11/32/2022	12/01/2022	12/09/2022
12	12/01/2022 - 12/15/2022	12/16/2022	12/23/2022
13	12/16/2022 - 12/31/2022	01/03/2023	01/10/2023
14	01/01/2023 - 01/15/2023	01/16/2023	01/25/2023
15	01/16/2023 - 01/31/2023	02/01/2023	02/10/2023
16	02/01/2023 - 02/15/2023	02/16/2023	02/24/2023
17	02/16/2023 - 02/28/2023	03/01/2023	03/10/2023
18	03/01/2023 - 03/15/2023	03/16/2023	03/24/2023
19	03/16/2023 - 3/31/2023	04/03/2023	04/10/2023
20	04/01/2023 - 04/15/2023	04/17/2023	04/25/2023
21	04/16/2023 - 04/30/2023	05/01/2023	05/10/2023
22	05/01/2023 - 05/15/2023	05/16/2023	05/25/2023
23	05/15/2023 - 05/31/2023	06/01/2023	06/09/2023
24	06/01/2023 - 06/15/2023	06/16/2023	06/23/2023
24.01 – 03	Summer Payrolls		06/23/2023
1	06/16/2023- 06/30/2023	07/03/2023	07/10/2023

DUE DATES

1st and 16th of the Month *END OF DAY*

Frontline Time & Attendance timesheets submitted to supervisor

2nd and 17th of the Month *End of Day*

Supervisor approval deadline

Paper Timesheets

Submit to the Payroll Department for payment on the next scheduled pay date by 12 pm on the 1st and the 16th of the month, respectively.

Homebound Teachers

Parent and Supervisor signatures are required.

Pay Stubs are updated through the Employee Self Service portal on the 10th and 25th of the month.

For questions, please contact payroll@alamogordschools.org

212 & 193 calendar will be paid daily rates for the days worked after summer break on the first payroll returning; after which equal distribution will begin

Payroll Department



Alamogordo Public Schools

PAY DATE FOR WORK CALENDARS

Payroll Schedule School Year 2022/2023

PAY PERIOD		PAY DATE	177	184	193	200	202	212	234
01	06/15/2022 - 06/30/2022	07/08/2022	-	-	-	-	-	-	X
02	07/01/2022 - 07/15/2022	07/25/2022	-	-	-	-	-	X	X
03	07/16/2022 - 07/31/2022	08/10/2022	-	-	X	X	X	X	X
04	08/01/2022 - 08/15/2022	08/25/2022	X	X	X	X	X	X	X
05	08/16/2022 - 08/31/2022	09/09/2022	X	X	X	X	X	X	X
06	09/01/2022 - 09/15/2022	09/23/2022	X	X	X	X	X	X	X
07	09/16/2022 - 09/30/2022	10/10/2022	X	X	X	X	X	X	X
08	10/01/2022 - 10/15/2022	10/25/2022	X	X	X	X	X	X	X
09	10/16/2022 - 10/31/2022	11/10/2022	X	X	X	X	X	X	X
10	11/01/2022 - 11/15/2022	11/23/2022	X	X	X	X	X	X	X
11	11/16/2022 - 11/30/2022	12/09/2022	X	X	X	X	X	X	X
12	12/01/2022 - 12/15/2022	12/23/2022	X	X	X	X	X	X	X
13	12/16/2022 - 12/31/2022	01/10/2023	X	X	X	X	X	X	X
14	01/01/2023 - 01/15/2023	01/25/2023	X	X	X	X	X	X	X
15	01/16/2023 - 01/31/2023	02/10/2023	X	X	X	X	X	X	X
16	02/01/2023 - 02/15/2023	02/24/2023	X	X	X	X	X	X	X
17	02/16/2023 - 02/28/2023	03/10/2023	X	X	X	X	X	X	X
18	03/01/2023 - 03/15/2023	03/24/2023	X	X	X	X	X	X	X
19	03/16/2023 - 03/31/2023	04/10/2023	X	X	X	X	X	X	X
20	04/01/2023 - 04/15/2023	04/25/2023	X	X	X	X	X	X	X
21	04/16/2023 - 04/30/2023	05/10/2023	X	X	X	X	X	X	X
22	05/01/2023 - 05/15/2023	05/25/2023	X	X	X	X	X	X	X
23	05/16/2023 - 05/31/2023	06/09/2023	X	X	X	X	X	X	X
24	06/01/2023 - 06/15/2023	06/23/2023	X	X	X	X	X	X	-
24.01	Summer Payrolls	06/23/2023	X	X	X	X	X	X	-
24.02	Summer Payrolls		X	X	X	X	X	X	-
24.03	Summer Payrolls		X	X	X	-	-	-	-
1	06/16/2023 - 06/30/2023	07/10/2023	-	-	-	-	-	-	X
			24	24	25	24	24	25	24