



## PAYROLL TIMEKEEPER & APPROVAL SCHEDULE

### Payroll Schedule School Year 2023/2024

	PAY PERIOD	TIMESHEETS DUE	PAYDATE
01	06/16/2023 - 06/30/2023	07/03/2023	07/10/2023
02	07/01/2023 - 07/15/2023	07/17/2023	07/25/2023
03	07/16/2023 - 07/31/2023	08/01/2023	08/10/2023
04	08/01/2023 - 08/15/2023	08/16/2023	08/25/2023
05	08/16/2023 - 08/31/2023	09/01/2023	09/08/2023
06	09/01/2023 - 09/15/2023	09/18/2023	09/25/2023
07	09/16/2023 - 09/30/2023	10/02/2023	10/10/2023
08	10/01/2023 - 10/15/2023	10/16/2023	10/25/2023
09	10/16/2023 - 10/31/2023	11/01/2023	11/09/2023
10	11/01/2023 - 11/15/2023	11/16/2023	11/22/2023
11	11/16/2023 - 11/30/2023	12/01/2023	12/08/2023
12	12/01/2023 - 12/15/2023	12/18/2023	12/22/2023
13	12/16/2023 - 12/31/2023	01/04/2024	01/10/2024
14	01/01/2024 - 01/15/2024	01/16/2024	01/25/2024
15	01/16/2024 - 01/31/2024	02/01/2024	02/09/2024
16	02/01/2024 - 02/15/2024	02/16/2024	02/23/2024
17	02/16/2024 - 02/29/2024	03/01/2024	03/08/2024
18	03/01/2024 - 03/15/2024	03/18/2024	03/25/2024
19	03/16/2024 - 3/31/2024	04/01/2024	04/10/2024
20	04/01/2024 - 04/15/2024	04/16/2024	04/25/2024
21	04/16/2024 - 04/30/2024	05/01/2024	05/10/2024
22	05/01/2024 - 05/15/2024	05/16/2024	05/24/2024
23	05/15/2024 - 05/31/2024	06/03/2024	06/10/2024
24	06/01/2024 - 06/15/2024	06/17/2024	06/25/2024
24.01 – 03	Summer Payrolls		06/30/2024
1	06/16/2024 - 06/30/2024	07/01/2024	07/10/2024

### 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.

[payroll@alamogordoschools.org](mailto:payroll@alamogordoschools.org)

#### 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](mailto: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

234 Employees PP 01 remainder of FY 23 Contract – Equal Distribution for FY 24 begins on PP 02–PP 01 in FY 25

**Payroll Department**



# Alamogordo Public Schools

## PAY DATE FOR WORK CALENDARS

### Payroll Schedule School Year 2023/2024

PAY PERIOD	PAY DATE	180	184	193	200	212	234
		202					
01	06/15/2023 - 06/30/2023	07/10/2023	-	-	-	-	X
02	07/01/2023 - 07/15/2023	07/25/2023	-	-	-	X	X
03	07/16/2023 - 07/31/2023	08/10/2023	-	-	X	X	X
04	08/01/2023 - 08/15/2023	08/25/2023	X	X	X	X	X
05	08/16/2023 - 08/31/2023	09/08/2023	X	X	X	X	X
06	09/01/2023 - 09/15/2023	09/25/2023	X	X	X	X	X
07	09/16/2023 - 09/30/2023	10/10/2023	X	X	X	X	X
08	10/01/2023 - 10/15/2023	10/25/2023	X	X	X	X	X
09	10/16/2023 - 10/31/2023	11/09/2023	X	X	X	X	X
10	11/01/2023 - 11/15/2023	11/22/2023	X	X	X	X	X
11	11/16/2023 - 11/30/2023	12/08/2023	X	X	X	X	X
12	12/01/2023 - 12/15/2023	12/22/2023	X	X	X	X	X
13	12/16/2023 - 12/31/2023	01/10/2024	X	X	X	X	X
14	01/01/2024 - 01/15/2024	01/25/2024	X	X	X	X	X
15	01/16/2024 - 01/31/2024	02/09/2024	X	X	X	X	X
16	02/01/2024 - 02/15/2024	02/23/2024	X	X	X	X	X
17	02/16/2024 - 02/29/2024	03/08/2024	X	X	X	X	X
18	03/01/2024 - 03/15/2024	03/25/2024	X	X	X	X	X
19	03/16/2024 - 03/31/2024	04/10/2024	X	X	X	X	X
20	04/01/2024 - 04/15/2024	04/25/2024	X	X	X	X	X
21	04/16/2024 - 04/30/2024	05/10/2024	X	X	X	X	X
22	05/01/2024 - 05/15/2024	05/24/2024	X	X	X	X	X
23	05/16/2024 - 05/31/2024	06/10/2024	X	X	X	X	X
24	06/01/2024 - 06/15/2024	06/25/2024	X	X	X	X	-
24.01	Summer Payrolls	06/30/2024	X	X	X	X	-
24.02	Summer Payrolls		X	X	X	X	-
24.03	Summer Payrolls		X	X	X	-	-
1	06/16/2024 - 06/30/2024	07/10/2024	-	-	-	-	X

24    24    25    24    25    24