

**PROFESSIONAL PART TIME TIME SHEET SCHEDULE 2023-2024 SCHOOL YEAR**

(Time Sheets due in Payroll Office [E-507] Thursday @ 10:00 ar

\*due Wednesday by 10:00ar

\*\* Pay day other than Friday \*\*\* Due early holiday break

**9/1 is the start of NEW FISCAL Year - UPDATE Recommendation**

From THURSDAY	To WEDNESDAY	DUE DATE	PAY DATE
8/10/2023	8/23/2023	8/24/2023	9/1/2023
8/24/2023	9/6/2023	9/7/2023	9/15/2023
9/7/2023	9/20/2023	9/21/2023	9/29/2023
9/21/2023	10/4/2023	10/5/2023	10/13/2023
10/5/2023	10/18/2023	10/19/2023	10/27/2023
10/19/2023	11/1/2023	11/2/2023	11/10/2023
11/2/2023	11/16/2023	* 11/16/2023	**11/22/2023
11/17/2023	11/29/2023	11/30/2023	12/8/2023
11/30/2023	12/13/2023	12/14/2023	12/22/2023
12/14/2023	12/27/2023	*** 12/21/2023	1/5/2024
12/28/2023	1/10/2024	1/11/2024	1/19/2024
1/11/2024	1/24/2024	1/25/2024	2/2/2024
1/25/2024	2/7/2024	2/8/2024	2/16/2024
2/8/2024	2/21/2024	2/22/2024	3/1/2024
2/22/2024	3/6/2024	3/7/2024	3/15/2024
3/7/2024	3/20/2024	3/21/2024	3/29/2024
3/21/2024	4/3/2024	4/4/2024	4/12/2024
4/4/2024	4/17/2024	4/18/2024	4/26/2024
4/18/2024	5/1/2024	5/2/2024	5/10/2024
5/2/2024	5/15/2024	5/16/2024	5/24/2024
5/16/2024	5/29/2024	5/30/2024	6/7/2024
5/30/2024	6/12/2024	6/13/2024	6/21/2024
6/13/2024	6/26/2024	6/27/2024	7/5/2024
6/27/2024	7/10/2024	7/11/2024	7/19/2024
7/11/2024	7/24/2024	7/25/2024	8/2/2024
7/25/2024	8/7/2024	8/8/2024	8/16/2024
8/8/2024	8/21/2024	8/22/2024	8/30/2024

On Time Sheet  
Starting September 01

[1] Beginning of Period Starts at Zero

[2] Worked this Period should include ALL hours (including personal hours)

[3] End of Period Total from Beginning & Worked

[4] This total is carried over to the next time sheet beginning

**For every 80 hours worked add 4 personal hours only at**

80	hours
160	hours
240	hours
320	hours
400	hours
480	hours
560	hours
640	hours
720	hours
800	hours
880	hours
960	hours