

Hamilton Township Board of Education

2023-2024 Payroll Schedule

For Time sheets: Please make certain that all time sheets are printed legibly in ink. No copies! Fill in the type of work completed. Total the hours/days, include rate of pay (per contract) and calculate total. Time sheets should be submitted for signatures at the completion of work or end of the pay period. Failure to submit a completed and signed time sheet will result in a delay of payment.

Substitutes: You are responsible for signing and making sure your hours worked (Full or Half) is on the Frontline print out. Failure to do so will result in a delay of payment.

10 Month Staff	12 Month Staff and Subs	<u>Payroll Date</u>	<u>OT, Extra and Sub Pay Period</u>	<u>Deadline for timesheets to Payroll</u>
	1	Friday, July 14, 2023	06/19/23 - 06/30/23	July 7, 2023
	2	Friday, July 28, 2023	07/01/23 - 07/15/23	July 21, 2023
	3	Tuesday, August 15, 2023	07/16/23 - 07/31/23	August 8, 2023
	4	Wednesday, August 30, 2023	08/01/23 - 08/15/23	August 22, 2023
1	5	Friday, September 15, 2023	08/16/23 - 08/31/23	September 8, 2023
2	6	Friday, September 29, 2023	09/01/23 - 09/15/23	September 22, 2023
3	7	Friday, October 13, 2023	09/16/23 - 09/30/23	October 6, 2023
4	8	Monday, October 30, 2023	10/01/23 - 10/15/23	October 20, 2023
5	9	Wednesday, November 15, 2023	10/16/23 - 10/31/23	November 7, 2023
6	10	Thursday, November 30, 2023	11/01/23 - 11/15/23	November 22, 2023
7	11	Friday, December 15, 2023	11/16/23 - 11/30/23	December 8, 2023
8	12	Friday, December 22, 2023	*** 12/01/23 - 12/08/23	December 15, 2023
9	13	Friday, January 12, 2024	12/09/23 - 12/31/23	January 5, 2024
10	14	Tuesday, January 30, 2024	01/01/24 - 01/15/24	January 23, 2024
11	15	Thursday, February 15, 2024	01/16/24 - 01/31/24	February 7, 2024
12	16	Thursday, February 29, 2024	02/01/24 - 02/15/24	February 22, 2024
13	17	Friday, March 15, 2024	02/16/24 - 02/29/24	March 7, 2024
14	18	Thursday, March 28, 2024	03/01/24 - 03/15/24	March 21, 2024
15	19	Monday, April 15, 2024	03/16/24 - 03/31/24	April 8, 2024
16	20	Tuesday, April 30, 2024	04/01/24 - 04/15/24	April 22, 2024
17	21	Wednesday, May 15, 2024	04/16/24 - 04/30/24	May 8, 2024
18	22	Thursday, May 30, 2024	05/01/24 - 05/15/24	May 22, 2024
19	23	Friday, June 14, 2024	All employees 05/16/24 - 05/31/24	June 7, 2024
20	24	Friday, June 28, 2024	All employees 06/01/24 - 06/15/24	June 21, 2024

*****Please note shortened pay period due to holiday**

Timesheet deadline dates may be adjusted to accommodate holidays and emergency situations.