FY24 Payroll Lock Out Schedule

July 2023

M	T	W	Th	F	S	S
					1	2
P01: July 1 - July 2						
3	4 **Independence Day** **Closed**	5	6	7 **No Entry** SB2 Run	8	9
P02: July 3 - July 16						
10 **No Entry**	11 **No Entry** P01 Run	12	13	14 **P01 - SB2 - T23 Pay Day**	15	16
P02: July 3 - July 16						
17	18	19	20	21	22	23
P03: July 17 - August 6 (3 week period)						
24 **No Entry**	25 **No Entry**	26 **No Entry** P02 Run	27	28	29	30
P03: July 17 - August 6 (3 week period)						
31 **P02 - T24 Pay Day**						
P03: July 17 - August 6 (3 week period)						

Time Worked & Exception Reporting Periods

Run	Start	End	Run Date	Pay Date
P01	7/1/2023	7/2/2023	7/11/2023	7/14/2023
P02	7/3/2023	7/16/2023	7/26/2023	7/31/2023
P03	7/17/2023	8/6/2023	8/10/2023	8/15/2023

FY24 Payroll Lock Out Schedule

August 2023

M	T	W	Th	F	S	S
	1	2	3	4	5	6
P03: July 17 - August 6 (3 week period)						
7	8 **No Entry @ 12pm**	9 **No Entry**	10 **No Entry** P03 Run	11	12	13
P04: August 7 - August 20						
14 **No Entry** DS1 Run	15 P03 Pay Day	16	17	18 DS1 Pay Day	19	20
P04: August 7 - August 20						
21	22	23	24 **No Entry**	25 **No Entry**	26	27
P05: August 21 - September 3						
28 **No Entry** P04 Run	29	30	31 P04 Pay Day			
P05: August 21 - September 3						

Time Worked & Exception Reporting Periods

Run	Start	End	Run Date	Pay Date
P03	7/17/2023	8/6/2023	8/10/2023	8/15/2023
P04	8/7/2023	8/20/2023	8/28/2023	8/31/2023
P05	8/21/2023	9/3/2023	9/12/2023	9/15/2023

FY24 Payroll Lock Out Schedule

September 2023

M	T	W	Th	F	S	S
				1	2	3
P05: August 21 - September 3						
4 Labor Day Closed	5	6	7	8 No Entry	9	10
P06: September 4 - September 17						
11 No Entry	12 No Entry P05 Run	13	14	15 P05 Pay Day	16	17
P06: September 4 - September 17						
18	19	20	21	22 No Entry	23	24
P07: September 18 - October 1						
25 No Entry	26 No Entry P06 Run	27	28	29 P06 Pay Day	30	
P07: September 18 - October 1						

Time Worked & Exception Reporting Periods

Run	Start	End	Run Date	Pay Date
P05	8/21/2023	9/3/2023	9/12/2023	9/15/2023
P06	9/4/2023	9/17/2023	9/26/2023	9/29/2023
P07	9/18/2023	10/1/2023	10/10/2023	10/13/2023

FY24 Payroll Lock Out Schedule

October 2023

M	T	W	Th	F	S	S
						1
P07: September 18 - October 1						
2	3	4	5	6 **No Entry**	7	8
P08: October 2 - October 15						
9 **No Entry**	10 **No Entry** **P07 Run**	11	12	13 **P07 Pay Day**	14	15
P08: October 2 - October 15						
16	17	18	19	20	21	22
P09: October 16 - October 29						
23	24 **No Entry**	25 **No Entry**	26 **No Entry** **P08 Run**	27	28	29
P09: October 16 - October 29						
30	31 **P08 Pay Day**					
P10: October 30 - November 12						

	Time Worked & Exception Reporting Periods			
Run	**Start**	**End**	**Run Date**	**Pay Date**
P07	9/18/2023	10/1/2023	10/10/2023	10/13/2023
P08	10/2/2023	10/15/2023	10/26/2023	10/31/2023
P09	10/16/2023	10/29/2023	11/8/2023	11/15/2023
P10	10/30/2023	11/12/2023	11/17/2023	11/30/2023

FY24 Payroll Lock Out Schedule

November 2023

M	T	W	Th	F	S	S
		1	2	3	4	5
P10: October 30 - November 12						
6 No Entry	7 No Entry	8 No Entry **P09 Run**	9	10 **Veteran's Day Closed**	11	12
P10: October 30 - November 12						
13	14	15 No Entry **P09 Pay Day**	16 No Entry	17 No Entry **P10 Run**	18	19
P11: November 13 - December 3 (3 week period)						
20	21	22 **District Closed**	23 **Thanksgiving Day Closed**	24 **Closed**	25	26
P11: November 13 - December 3 (3 week period)						
27	28	29	30 **P10 Pay Day**			
P11: November 13 - December 3 (3 week period)						

	Time Worked & Exception Reporting Periods			
Run	Start	End	Run Date	Pay Date
P09	10/16/2023	10/29/2023	11/8/2023	11/15/2023
P10	10/30/2023	11/12/2023	11/17/2023	11/30/2023
P11	11/13/2023	12/3/2023	12/12/2023	12/15/2023

FY24 Payroll Lock Out Schedule

December 2023

M	T	W	Th	F	S	S
				1	2	3
P11: November 13 - December 3 (3 week period)						
4	5	6	7	8 **No Entry**	9	10
P12: December 4 - December 17						
11 **No Entry**	12 **No Entry** / P11 Run	13	14	15 / P11 Pay Day	16	17
P12: December 4 - December 17						
18	19 / **No Entry @ 12pm**	20 **No Entry**	21 **No Entry** / P12 Run	22	23	24
P13: December 18 - January 7 (3 week period)						
25 Winter Break **Holiday**	26 Winter Break **Holiday**	27 Winter Break **Holiday**	28 Winter Break	29 Winter Break / P12 Pay Day	30	31
P13: December 18 - January 7 (3 week period)						

Time Worked & Exception Reporting Periods

Run	Start	End	Run Date	Pay Date
P11	11/13/2023	12/3/2023	12/12/2023	12/15/2023
P12	12/4/2023	12/17/2023	12/21/2023	12/29/2023
P13	12/18/2023	1/7/2024	1/9/2024	1/12/2024

FY24 Payroll Lock Out Schedule

January 2024

M	T	W	Th	F	S	S
1 New Year's Day Closed	2 Winter Break	3 Winter Break	4 Winter Break	5 Winter Break	6	7
P13: December 18 - January 7 *(3 week period)*						
8 No Entry @ 12pm	**9** No Entry — P13 Run	10	11	12 — P13 Pay Day	13	14
P14: January 8 - January 21						
15 MLK Day Closed	16	17	18	19	20	21
P14: January 8 - January 21						
22	23	**24** No Entry	**25** No Entry	**26** No Entry — P14 Run	27	28
P15: January 22 - February 4						
29	30	31 — P14 Pay Day				
P15: January 22 - February 4						

	Time Worked & Exception Reporting Periods			
Run	**Start**	**End**	**Run Date**	**Pay Date**
P13	12/18/2023	1/7/2024	1/9/2024	1/12/2024
P14	1/8/2024	1/21/2024	1/26/2024	1/31/2024
P15	1/22/2024	2/4/2024	2/12/2024	2/15/2024

FY24 Payroll Lock Out Schedule

February 2024

M	T	W	Th	F	S	S
			1	2	3	4
P15: January 22 - February 4						
5	6	7	8 No Entry	9 No Entry	10	11
P16: February 5 - February 18						
12 No Entry P15 Run	13	14	15 P15 Pay Day	16	17	18
P16: February 5 - February 18						
19	20	21	22 No Entry	23 No Entry	24	25
P17: February 19 - March 3						
26 No Entry P16 Run	27	28	29 P16 Pay Day			
P17: February 19 - March 3						

Time Worked & Exception Reporting Periods

Run	Start	End	Run Date	Pay Date
P15	1/22/2024	2/4/2024	2/12/2024	2/15/2024
P16	2/5/2024	2/18/2024	2/26/2024	2/29/2024
P17	2/19/2024	3/3/2024	3/12/2024	3/15/2024

FY24 Payroll Lock Out Schedule

March 2024

M	T	W	Th	F	S	S
				1	2	3
P17: February 19 - March 3						
4	5	6	7	8 **No Entry**	9	10
P18: March 4 - March 17						
11 **No Entry**	12 **No Entry** **P17 Run**	13	14	15 **P17 Pay Day**	16	17
P18: March 4 - March 17						
18	19	20	21	22 **No Entry**	23	24
P19: March 18 - March 31						
25 Spring Break **No Entry** **P18 Run**	26 Spring Break **No Entry**	27 Spring Break	28 Spring Break	29 Spring Break **P18 Pay Day**	30	31
P19: March 18 - March 31						

	Time Worked & Exception Reporting Periods			
Run	Start	End	Run Date	Pay Date
P17	2/19/2024	3/3/2024	3/12/2024	3/15/2024
P18	3/4/2024	3/17/2024	3/26/2024	3/29/2024
P19	3/18/2024	3/31/2024	4/10/2024	4/15/2024

FY24 Payroll Lock Out Schedule

April 2024

M	T	W	Th	F	S	S
1	2	3	4	5	6	7
P20: April 1 - April 14						
8 **No Entry**	9 **No Entry**	10 **No Entry** P19 Run	11	12	13	14
P20: April 1 - April 14						
15 P19 Pay Day	16	17	18	19	20	21
P21: April 15 - May 5 (3 week period)						
22	23 **No Entry**	24 **No Entry**	25 **No Entry** P20 Run	26	27	28
P21: April 15 - May 5 (3 week period)						
29	30 P20 Pay Day					
P21: April 15 - May 5 (3 week period)						

Time Worked & Exception Reporting Periods				
Run	Start	End	Run Date	Pay Date
P19	3/18/2024	3/31/2024	4/10/2024	4/15/2024
P20	4/1/2024	4/14/2024	4/25/2024	4/30/2024
P21	4/15/2024	5/5/2024	5/10/2024	5/15/2024

FY24 Payroll Lock Out Schedule

May 2024

M	T	W	Th	F	S	S
		1	2	3	4	5
P21: April 15 - May 5 (3 week period)						
6	7	8 No Entry	9 No Entry	10 No Entry P21 Run	11	12
P22: May 6 - May 19						
13	14	15 P21 Pay Day	16	17	18	19
P22: May 6 - May 19						
20	21	22	23 No Entry	24 No Entry	25	26
P23: May 20 - June 2						
27 Memorial Day Closed	28 No Entry P22 Run	29	30	31 P22 Pay Day		
P23: May 20 - June 2						

	Time Worked & Exception Reporting Periods			
Run	Start	End	Run Date	Pay Date
P21	4/15/2024	5/5/2024	5/10/2024	5/15/2024
P22	5/6/2024	5/19/2024	5/28/2024	5/31/2024
P23	5/20/2024	6/2/2024	6/11/2024	6/14/2024

FY24 Payroll Lock Out Schedule

June 2024

M	T	W	Th	F	S	S
					1	2

P23: May 20 - June 2

M	T	W	Th	F	S	S
3	4	5	6 No Entry	7 No Entry	8	9

P24: June 3 - June 30 *(3+ week period)*

M	T	W	Th	F	S	S
10 No Entry P23 Run	11 No Entry	12	13	14 P23 Pay Day	15	16

P24: June 3 - June 30 *(3+ week period)*

M	T	W	Th	F	S	S
17	18	19 No Entry SB1 Run	20 No Entry	21 No Entry	22	23

P24: June 3 - June 30 *(3+ week period)*

M	T	W	Th	F	S	S
24 No Entry P24 Run	25 No Entry T23 Run	26 No Entry T24 Run	27 YE Roll No Entry	28 YE Roll No Entry P24 - SB1 Pay Day	29	30

P24: June 3 - June 30 *(3+ week period)*

Time Worked & Exception Reporting Periods

Run	Start	End	Run Date	Pay Date
P23	5/20/2024	6/2/2024	6/11/2024	6/14/2024
P24	6/3/2024	6/30/2024	**6/24/2024**	6/28/2024
T23			6/25/2024	7/15/2024
T24			6/26/2024	7/31/2024

Project time exceptions from 6/19 through 6/28 and input before P24 lockout