

2023 - 2024 School Year

TO: All Bernalillo Public School Employees

FROM: Payroll and Benefits Department

RE: Below is a list of the pay periods, due dates and corresponding pay dates for the 2023 - 2024 School Year. The schedule below will be followed for those employees that work additional duties/hours and submit a timesheet for payment as well as those employees that utilize TimeClock Plus™.

Final Payroll processing occurs three (3) business days before the pay date.

***NOTE* The ACH direct deposit posting time to your bank account on the date of payroll is at the discretion of your bank.**

Important – Employees using the TimeClockPlus™ are required to approve their punch in/out daily

Pay Period	TC+ Approvals and Payroll Reports Due	Pay Date	Pay Period
June 30 - June 30, 2023	July 3, 2023	July 10, 2023	PP1
July 1 - July 15, 2023	July 17, 2023	July 25, 2023	PP2
July 16 - July 31, 2023	August 1, 2023	August 9, 2023	PP3
August 1 - August 15, 2023	August 16, 2023	August 25, 2023	PP4
August 16 - August 31, 2023	September 1, 2023	September 8, 2023	PP5
September 1 - September 15, 2023	September 18, 2023	September 25, 2023	PP6
September 16 - September 30, 2023	October 2, 2023	October 10, 2023	PP7
October 1 - October 15, 2023	October 16, 2023	October 25, 2023	PP8
October 16 - October 31, 2023	November 2, 2023	November 10, 2023	PP9
November 1 - November 15, 2023	November 16, 2023	November 21, 2023	PP10
November 16 - November 30, 2023	December 1, 2023	December 8, 2023	PP11
December 1 - December 15, 2023	December 18, 2023	December 21, 2023	PP12
December 16 - December 31, 2023	January 5, 2024	January 10, 2024	PP13
January 1 - January 15, 2024	January 17, 2024	January 25, 2024	PP14
January 16 - January 31, 2024	February 2, 2024	February 9, 2024	PP15
February 1 - February 15, 2024	February 16, 2024	February 23, 2024	PP16
February 16 - February 29, 2024	March 1, 2024	March 8, 2024	PP17
March 1 - March 15, 2024	March 18, 2024	March 25, 2024	PP18
March 16 - March 31, 2024	March 29, 2024	April 10, 2024	PP19
April 1 - April 15, 2024	April 17, 2024	April 25, 2024	PP20
April 16 - April 30, 2024	May 1, 2024	May 10, 2024	PP21
May 1 - May 15, 2024	May 17, 2024	May 24, 2024	PP22
May 16 - May 31, 2024	June 3, 2024	June 10, 2024	PP23
June 1 - June 15, 2024	June 17, 2024	June 25, 2024	PP24

Employees will be paid in 24 equal semi-monthly direct deposits or check payments on the 10th and 25th of the month; except when on weekends and holidays.

	<u>FIRST PAY DATE</u>	<u>LAST PAY DATE</u>	
237-day contract employees (12-month) Contract begins July 1, 2023 Contract ends June 30, 2024	PP1 July 10, 2023	PP24 June 25, 2024	
210-day contract employees (11-month) Contract begins July 18, 2023 Contract ends June 14, 2024	PP3 August 9, 2023	Summer Pay Issuance: PP25 June 28, 2024 PP25.1 June 28, 2024	Issuance For: July 10, 2024 July 25, 2024
200-day contract employees (10-month) Contract begins July 27, 2023 Contracts ends June 11, 2024	PP3 August 9, 2023	Summer Pay Issuance: PP23.1 June 10, 2024 PP23.2 June 10, 2024 PP24.3 June 25, 2024	Issuance For: June 25, 2024 July 10, 2024 July 25, 2024
191-day contract employees (9-month) Contract begins August 7, 2023 Contract ends June 6, 2024	PP4 August 25, 2023	Summer Pay Issuance: PP22.1 June 6, 2024 PP22.2 June 6, 2024 PP22.3 June 6, 2024 PP24.1 June 25, 2024 PP24.2 June 25, 2024	Issuance For: June 9, 2024 June 25, 2024 July 10, 2024 July 25, 2024 August 9, 2024

~~~~~

**SUMMER PAYROLL (Includes all Summer Activities)**

| <b>Pay Period</b>  | <b>TC+ Approvals and Timesheets Due</b> | <b>Pay Date</b> | <b>Pay Period</b> |
|--------------------|-----------------------------------------|-----------------|-------------------|
| June 1 – 15, 2024  | June 17, 2024                           | June 25, 2024   | PP24              |
| June 16 – 30, 2024 | June 26, 2024                           | June 28, 2024   | PP25              |

