

2022 - 2023 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 2022 - 2023 School Year. The schedule below should 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 12 - June 25, 2022	June 29, 2022	July 8, 2022	PP1
June 26 - July 9, 2022	July 13, 2022	July 25, 2022	PP2
July 10 - July 23, 2022	July 27, 2022	August 10, 2022	PP3
July 24 - August 6, 2022	August 10, 2022	August 25, 2022	PP4
August 7 - August 20, 2022	August 24, 2022	September 9, 2022	PP5
August 21 - September 3, 2022	September 7, 2022	September 23, 2022	PP6
September 4 - September 17, 2022	September 21, 2022	October 10, 2022	PP7
September 18 - October 1, 2022	October 5, 2022	October 25, 2022	PP8
October 2 - October 15, 2022	October 19, 2022	November 10, 2022	PP9
October 16 - October 29, 2022	November 2, 2022	November 22, 2022	PP10
October 30 - November 12, 2022	November 16, 2022	December 10, 2022	PP11
November 13 - November 26, 2022	November 30, 2022	December 22, 2022	PP12
November 27 - December 10, 2022	December 14, 2022	January 10, 2023	PP13
December 11 - January 7, 2023	January 11, 2023	January 25, 2023	PP14
January 8 - January 21, 2023	January 25, 2023	February 10, 2023	PP15
January 22 - February 4, 2023	February 8, 2023	February 24, 2023	PP16
February 5 - February 18, 2023	February 22, 2023	March 10, 2023	PP17
February 19 - March 4, 2023	March 8, 2023	March 24, 2023	PP18
March 5 - March 18, 2023	March 22, 2023	April 8, 2023	PP19
March 19 - April 8, 2023	April 12, 2023	April 25, 2023	PP20
April 9 - April 29, 2023	May 3, 2023	May 10, 2023	PP21
April 30 - May 13, 2023	May 17, 2023	May 25, 2023	PP22
May 14 - May 27, 2023	May 31, 2023	June 10, 2023	PP23
May 28 - June 10, 2023	June 14, 2023	June 23, 2023	PP24

~ MORE PAYROLL INFORMATION ON THE REVERSE SIDE ~

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, 2022 Contract ends June 30, 2023	PP1 July 08, 2022	PP24 June 23, 2023
210-day contract employees (11-month) Contract begins July 18, 2022 Contract ends June 16, 2023	PP3 August 10, 2022	Summer Pay Issuance: PP25 June 30, 2023 PP25.1 June 30, 2023
200-day contract employees (10-month) Contract begins July 25, 2022 Contracts ends June 9, 2023	PP3 August 10, 2022	Summer Pay Issuance: PP23.1 June 9, 2023 PP23.2 June 9, 2023 PP24.3 June 23, 2023
182-day contract employees (9-month) Contract begins August 11, 2022 Contract ends May 30, 2023	PP4 August 24, 2022	Summer Pay Issuance: PP22.1 May 30, 2023 PP22.2 May 30, 2023 PP22.3 May 30, 2023 PP24.1 June 23, 2023 PP24.2 June 23, 2023

