

Pay Run				Claim Forms Due to Payroll	Payroll Date	Contractual Pay Notes: Contractual salary is paid up to date
1	6/5/2023	THRU	6/18/2023	6/20/2023	7/7/2023	5 days contractual 12 month employees
	6/19/2023		6/30/2023			
	7/1/2023		7/2/2023			
3	7/3/2023	THRU	7/16/2023	7/18/2023	8/4/2023	
4	7/17/2023	THRU	7/30/2023	8/1/2023	8/18/2023	
5	7/31/2023	THRU	8/13/2023	8/15/2023	9/1/2023	Third check treatment 12 month employees
6	8/14/2023	THRU	8/27/2023	8/29/2023	9/15/2023	Full bi-weekly for 10 month employees
7	8/28/2023	THRU	9/10/2023	9/12/2023	9/29/2023	
8	9/11/2023	THRU	9/24/2023	9/26/2023	10/13/2023	
9	9/25/2023	THRU	10/8/2023	WED.10/11/2023	10/27/2023	
10	10/9/2023	THRU	10/22/2023	10/24/2023	11/10/2023	
11	10/23/2023	THRU	11/5/2023	11/7/2023	11/24/2023	
12	11/6/2023	THRU	11/19/2023	MON.11/20/2023	12/8/2023	Opt Out Payment
13	11/20/2023	THRU	12/3/2023	12/5/2023	12/22/2023	
14	12/4/2023	THRU	12/17/2023	MON.12/18/2023	1/5/2024	Process of non contractual claim forms only
	12/4/2023		12/17/2023	MON.12/18/2023		Process remaining contractual claim forms
	12/18/2023		12/31/2023	WED. 01/03/24		Process all claim forms
16	1/1/2024	THRU	1/14/2024	WED. 01/17/24	2/2/2024	
17	1/15/2024	THRU	1/28/2024	1/30/2024	2/16/2024	
18	1/29/2024	THRU	2/11/2024	2/13/2024	3/1/2024	
19	2/12/2024	THRU	2/25/2024	2/27/2024	3/15/2024	
20	2/26/2024	THRU	3/10/2024	3/12/2024	3/29/2024	Third check treatment all employees
21	3/11/2024	THRU	3/24/2024	3/26/2024	4/12/2024	
22	3/25/2024	THRU	4/7/2024	4/9/2024	4/26/2024	
23	4/8/2024	THRU	4/21/2024	4/23/2024	5/10/2024	
24	4/22/2024					

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- All claim forms must be submitted on the correct fiscal year form and must be filled out **completely** and in permanent ink, no pencil.
 - Do not preprint or photocopy information on the forms.
 - o Absolutely **NO** “White-Out” – Draw a single line through any error, initial the correction, and record correct data OR complete a new form.
 - Any claim form not on a correct form and/or not filled out correctly, or in its entirety, **will be returned**, resulting in a delay in pay.
 - o Only utilize forms issued or approved by Payroll.
 - o Payroll will not fill in the blanks.
 - Claim forms must be filled out by the employee and signed after the duties have been completed.
 - All claim forms must have the following:
 - o Employee full name and address.
 - o Employee ID# - NOT Social Security # (ID# can be found on the employee paystub).
 - o Board of Education approval date (if applicable).
 - o School/location.
 - o Budget code.
 - o Pay date.
 - o Rate of pay.
 - o Appropriate description of duty performed.
 - o Calculated totals.
 - o Employee signature **with date**.
 - o Administrator/Supervisor signature(s) **with date(s)**.
 - All claim forms should be submitted by the “due date” immediately following the period the work was completed to ensure timely payment.
 - o Employees **MUST NOT** hold claim forms for payment later in the school year. Held claim forms will result in a delay of pay as research must be done to confirm payment has not already been processed. This will not take priority over claim forms submitted on time.

Thank you in advance for your immediate attention to this matter. Should you have any questions, please do not hesitate to contact Payroll at ext.1324.