

PAYROLL SCHEDULE FOR 2023 - 2024

	PAYROLL CUT-OFF DATES	SEMI-MONTHLY PAYROLL DATE	END-OF-MONTH PAYROLL DATE
AUGUST	AUG 18	AUG 15	AUG 31
SEPTEMBER	SEPT 18	SEPT 15	SEPT 29
OCTOBER	OCT 20	OCT 13	OCT 31
NOVEMBER	NOV 9	NOV 15	NOV 30
DECEMBER	DEC 8	DEC 15	DEC 29
JANUARY	JAN 22	JAN 12	JAN 31
FEBRUARY	FEB 16	FEB 15	FEB 29
MARCH	MAR 11	MAR 15	MAR 28
APRIL	APR 19	APR 15	APR 30
MAY	MAY 17	MAY 15	MAY 31
JUNE	JUN 21	JUN 14	JUN 28
JULY	JUL 22	JUL 15	JUL 31

AFTER PAYROLL CUT-OFF DATE REMOTE USERS PLEASE DO NOT POST INTO INPUT PAY FOR THE PRIOR MONTHS LEAVE WITHOUT CONTACTING PAYROLL.

*****Payroll Cut-off Dates – All code changes and proofing should be complete.*****

ALL SPECIAL PAYROLLS, TIMES SHEETS, ADDITIONAL WORK STATEMENTS, AND OVERTIME SHEETS SHOULD BE SUBMITTED BY THE 5TH OF EACH MONTH. COMBINE ALL SPECIAL PAYROLLS FOR THE MONTH ON ONE SPECIAL PAYROLL FORM. (ONE PER MONTH PLEASE)

Support personnel's unused personal leave will be converted to sick leave June 30th. Certificated personnel may have the option to convert unused personal leave to sick leave or be reimbursed at the substitute rate for unused days only. Days will convert to sick leave after the June 30th payroll.

Twelve-month (242 day) Certificated and Support employees may carry over 45 days of Annual Leave. The Annual Leave will carryover after the June 30th payroll. Anything over 45 days will convert to sick leave after June 30th payroll.

SUBSTITUTE RATES

(**EXTENDED VACANCY REQUIRES HR-EVS FORM)

CLASSIFIED (SA)	\$ 15.00 HR	
NON-DEGREEED (SN)	\$ 105.00 DAILY	
4 YEAR DEGREE (SD)	\$126.00 DAILY	
VALID ALABAMA TEACHING CERT. (SC)	\$157.00 DAILY	**Ext Vacancy \$305.21 DAY
ADMINISTRATIVE CERTIFICATION (AS)	\$347.02 DAILY	
LPN (SL)	\$ 15.33 HR	**Ext Vacancy \$23.71 HR
RN (SR)	\$ 32.00 HR	**Ext Vacancy \$246.88 DAY
SOCIAL WORKER	\$ 35.26 HR	**Ext Vacancy \$299.33 DAY
OCCUP & PHY THER	\$ 42.76 HR	**Ext Vacancy \$299.33 DAY
BOOKKEEPER***	\$ 15.33 HR	**Ext Vacancy \$18.34 HR

***** Extended Vacancy Bookkeepers must be approved by the Chief Financial Office *****

SPECIAL ED AIDE	\$ 15.00 HR	**Ext. Vacancy \$17.76 HR
PRESCHOOL AIDE	\$ 15.00 HR	**Ext. Vacancy \$16.85 HR

SUBSTITUTE BUS DRIVERS

REG. RT.	\$88.87 DAILY	VOC. RT. /AR Routes	\$15.00 HR
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****ALL SUBSTITUTES MUST HAVE A CURRENT CARD TO SUBSTITUTE (NO EXCEPTIONS)****

***** Extended Vacancy Forms must be submitted to Human Resources for approval *****