

Winchester Public Schools
Payroll Dates for 10 month employees

Pay Period Begin	Pay Period End	Due to Payroll	Pay Date
06/12/23	07/09/23	07/13/23	08/15/23
07/10/23	08/13/23	08/17/23	09/15/23
08/14/23	09/10/23	09/14/23	10/13/23
09/11/23	10/08/23	10/12/23	11/15/23
10/09/23	11/05/23	11/09/23	12/15/23
11/06/23	12/03/23	12/07/23	01/12/24
12/04/23	01/07/24	01/11/24	02/15/24
01/08/24	02/11/24	02/15/24	03/15/24
02/12/24	03/10/24	03/14/24	04/15/24
03/11/24	04/07/24	04/11/24	05/15/24
04/08/24	05/12/24	05/16/24	06/14/24
05/13/24	06/09/24	06/13/24	07/15/24
06/10/24	07/07/24	07/11/24	08/15/24
07/08/24	08/11/24	08/15/24	09/13/24
08/12/24	09/08/24	09/12/24	10/15/24
09/09/24	10/06/24	10/10/24	11/15/24
10/07/24	11/03/24	11/07/24	12/13/24
11/04/24	12/01/24	12/05/24	01/15/25

Please Note:

Timesheets are due by Thursday after the end of the pay period.

Timesheets received after the due date will be reflected in the next month's pay.

Employees paid on the 15th of the month include: Teachers, Substitutes, Cafeteria workers, Teaching Assistants, Custodial workers, 10 month Admin Assistants, part time workers and non-contract pay.

Timesheets record time worked and leave (sick, personal, jury duty, death in family, leave without pay, etc).

It does not determine your pay check, unless, you are hourly.

Employees paid by contract are paid over 12 months. Your salary is divided by 12 months to determine your pay each month.

Non contract pay and **event schedule pay sheets** are paid according to the cut off dates and rate determined for the program (Hours are paid for actual hours worked).

Turn in all extra pay immediately after the payroll cut off date to your supervisor for approval. Turning in late and waiting for their signature can cause your time to be turned in late therefore, not paid until the following month.