

Winchester Public Schools**Payroll Dates for 10 month employees**

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

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

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.