

Winchester Public Schools Payroll Dates for 12 month employees

Pay Period Begin	Pay Period End	Due to Payroll	Pay Date
07/11/22	08/07/22	08/11/22	08/31/22
08/08/22	09/11/22	09/15/22	09/30/22
09/12/22	10/09/22	10/13/22	10/31/22
10/10/22	11/06/22	11/10/22	11/30/21
11/07/22	12/04/22	12/08/22	12/30/22
12/05/22	01/08/23	01/12/23	01/31/23
01/09/23	02/05/23	02/09/23	02/28/23
02/06/23	03/05/23	03/09/23	03/31/23
03/06/23	04/02/23	04/06/23	04/27/23
04/03/23	05/07/23	05/11/23	05/31/23
05/08/23	06/04/23	06/08/23	06/30/23
06/05/23	07/09/23	07/13/23	07/31/23
07/10/23	08/06/23	08/10/23	08/31/23
08/07/23	09/10/23	09/14/23	09/29/23
09/11/23	10/08/23	10/12/23	10/31/23
10/09/23	11/05/23	11/09/23	11/30/23
11/06/23	12/03/23	12/07/23	12/29/23
12/04/23	01/07/24	01/11/23	01/31/24

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 last day of the month include -

Administrators, 12 Month Custodians, 12 Month Café Workers, Maintenance, Treasurers and Admin. Assistants

Timesheets record time worked and leave (Sick, Personal, Jury duty, Death In family, Leave without pay, etc).

12 month employees contract is divided over 12 months to determine your monthly gross pay.

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).