

**2023-2024**  
**SUBSTITUTE MONTHLY PAYROLL DATES**

<b>MONTH</b>	<b>PAY DATE</b>	<b>CUT OFF DATE</b>	<b>PAY PERIOD</b>
<b>SEPTEMBER</b>	9/25/2023	9/2/2023	8/6/2023 - 9/2/2023
<b>OCTOBER</b>	10/25/2023	10/7/2023	9/3/2023 - 10/7/2023
<b>NOVEMBER</b>	11/17/2023	11/4/2023	10/8/2023 - 11/4/2023
<b>DECEMBER</b>	12/15/2023	12/2/2023	11/5/2023 - 12/2/2023
<b>JANUARY</b>	1/25/2024	1/6/2024	12/3/2023 - 1/6/2024
<b>FEBRUARY</b>	2/23/2024	2/3/2024	1/7/2024 - 2/3/2024
<b>MARCH</b>	3/25/2024	3/2/2024	2/4/2024 - 3/2/2024
<b>APRIL</b>	4/25/2024	4/6/2024	3/3/2024 - 4/6/2024
<b>MAY</b>	5/24/2024	5/4/2024	4/7/2024 - 5/4/2024
<b>JUNE</b>	6/25/2024	6/1/2024	5/5/2024 - 6/1/2024
<b>JULY</b>	7/25/2024	7/6/2024	6/2/2024 - 7/6/2024
<b>AUGUST</b>	8/23/2024	8/3/2024	7/7/2024 - 8/3/2024

**Direct Deposit will be available by 8:00 AM on payday.** You may enroll in direct deposit at any time by completing the ACH Authorization Form, attaching a voided check and sending it to the payroll office by the cutoff date (in order to be effective for the current pay period).

**If you are already enrolled in Direct Deposit, please do not close your bank account without notifying the Payroll Department as soon as possible.**