

**McAllen Independent School District  
State Federal Programs  
Payroll Request Due Dates  
2023 - 2024**

**PLEASE READ & FOLLOW** (Late submissions will not be processed till the next payroll due date).

1. Turn into our office on **Monday** by **5pm** on the State & Federal Program Due Date.
2. Supplemental Forms and Time Sheets must be in **alphabetical order** or it will be returned back.
3. Supplemental Form must be **emailed on Due Date** in Excel format to Linda Trevino.
4. Time Sheets must be originals and filled out completely (EIN #)
5. Attendance must be submitted with timesheets

**MONTHLY PAYROLL**

<b>Pay Periods</b>		<b>Campus and Department</b>	<b>McAllen ISD</b>
<b>BEGINNING DATE</b>	<b>ENDING DATE</b>	<b>DUE DATE TO *STATE &amp; FEDERAL PROGRAMS*</b>	<b>Pay Date</b>
08/26/23	09/29/23	10/2/23	10/25/23
09/30/23	10/27/23	10/30/23	11/17/23
10/28/23	11/24/23	11/27/23	12/22/23
11/25/23	12/29/23	12/21/23	1/25/24
12/30/23	01/26/24	01/29/24	02/23/21
01/27/24	02/23/24	02/26/24	03/25/24
02/24/24	03/29/24	04/01/24	04/25/24
03/30/24	04/26/24	04/29/24	05/24/24
04/27/24	05/31/24	06/05/24	06/25/24

**\*These due dates are not for the Payroll Department. Due dates are for the State & Federal Programs Office.**

For questions call Linda at 632-3233

LT-9/2023