

BENEFITS DEPT MEMO

To: **ALL EMPLOYEES**
From: Anne Hubbard, Benefits
RE: Direct Deposit Dates for School Year 2023 - 2024

According to Administrative Policy Manual Regulation 5.910, employees will be paid the last calendar day of each month. The actual dates for the 2023 - 2024 school year are as follows:

MONTH	DIRECT DEPOSIT DATE
JULY 2023	31
AUGUST 2023	31
SEPTEMBER 2023	29
OCTOBER 2023	31
NOVEMBER 2023	30
DECEMBER 2023	29
JANUARY 2024	31
FEBRUARY 2024	29
MARCH 2024	29
APRIL 2024	30
MAY 2024	31
JUNE 2024	28

- August 31, 2023 is the first payment date for new 10 & 11 month contracts.
- VRS contributions are only deducted during your contract months; no deductions in June and July for 10 month contracts and no deduction in July for 11 month contracts.
- Deposit dates will remain unchanged throughout the school year. School calendar changes due to inclement weather and make-up days will not affect these dates.
- Changes to tax withholding, banking account updates, and other payroll related documents are due on the 10th of each month to be effective for the current month.