2023-2024 PAYROLL CALENDAR
FULL-TIME 12-MONTH PERSONNEL

FROM	TO	NO. WORK DAYS	PAYDATE
07-03-2023	07-31-2023	20	07-31-2023
08-01-2023	08-31-2023	23	08-31-2023
09-01-2023	09-29-2023	20	09-29-2023
10-02-2023	10-31-2023	22	10-31-2023
11-01-2023	11-30-2023	18	11-30-2023
12-01-2023	12-18-2023	12	12-18-2023
01-02-2024	01-31-2024	21	01-31-2024
02-01-2024	02-29-2024	21	02-29-2024
03-01-2024	03-29-2024	16	03-29-2024
04-01-2024	04-30-2024	22	04-30-2024
05-01-2024	05-31-2024	22	05-31-2024
06-03-2024	06-28-2024	20	06-28-2024
	TOTAL	237	

Daily Rate: Annual salary divided by total number of workdays in fiscal year.

Monthly Pay Amount: Annual salary divided by 12.

Uncompensated Absence Computation: Daily rate X number of days absent without leave. Amount of computation will be deducted from salary in month of absence.

New Employee Pro-Rata Computation: Compute daily rate. Compute monthly pay amount. Compute pro-rated contract amount: daily rate X number of days remaining to be paid in contract period. Multiply monthly pay amount by number of full months remaining in contract period and subtract that amount from the pro-rated contract amount. Difference equals pro-rated pay amount for month of hire. New employees who begin working after the completion of that month's payroll preparation cycle will be paid their pro-rata pay amount for the month of hire together with their regular monthly salary on payday of the following month.

Terminated Employee Pro-Rata Computation: Daily rate X number of days actually worked for the fiscal year, less salary paid since beginning of fiscal year.

COLLEGE CLOSED:

July 4, 2023	November 22-24, 2023	January 15, 2024
September 4, 2023	December 19, 2023 - January 1, 2024	March 18-22, 2024
November 10, 2023		May 27, 2024

NOTE: Attendance at Spring Graduation May 4, 2024 is expected of Administrative and Twelve Month Instructional Personnel.

Attachment III - Payroll Calendar 4 - 12 month 2023-2024   5/27/2023