

TO: ALL EMPLOYEES

Below is the payroll attendance and processing calendar for the 2023-2024 school year. This is to remind you that all attendance between the dates of “start” and “end” is paid on the next payday. You earn leave and accumulate at the rate of 1.25 days within a month. You must work a minimum of 10.5 days in the month to accumulate. You **cannot** take leave you have **not earned** in the attendance period.

We use the attendance calendar for a variety of needs within Human Resources, Payroll, Certification and Benefits. If an insurance change form, verification of experience, certification upgrade or other pertinent documents are brought or mailed to Human Resources and stamped in – it will take effect on the payroll day following the attendance period; i.e.: paperwork received by 6/17/23 through 7/14/23 will take effect 7/31/23; if received 7/17/23 through 8/15/23 it will take effect 8/31/23.

Using the payroll calendar helps to ensure that Human Resources, Payroll, Certification, and Benefits needs are handled in a reasonable and timely manner.

ROCKDALE PUBLIC SCHOOLS PAYROLL

PROCESSING CALENDAR

2023-2024

Pay Period Start Date	Pay Period End Date	Pay Day
6/17/2023	7/14/2023	7/31/2023
7/17/2023	8/15/2023	8/31/2023
8/16/2023	9/15/2023	9/29/2023
9/18/2023	10/16/2023	10/31/2023
10/17/2023	11/7/2023	11/17/2023
11/8/2023	12/8/2023	12/21/2023
12/11/2023	1/12/2024	1/26/2024
1/15/2024	2/15/2024	2/29/2024
2/16/2024	3/15/2024	3/29/2024
3/18/2024	4/16/2024	4/30/2024
4/17/2024	5/17/2024	5/31/2024
5/20/2024	6/14/2024	6/27/2024