

NEW KENT COUNTY PUBLIC SCHOOLS PAYROLL CALENDAR



The following dates indicate when payroll reports are due to the School Board Office. All payroll information must be submitted by **10:00am** on the due date listed. When it becomes necessary to change a date, notification will be provided to the schools in a timely manner.

Month	Non-Contracted PT Hourly/ Full and Part Time Contracted Employee Absences/ Overtime Worked	Due at the SBO	Pay Day
July	6/17 - 6/23; 6/24 - 6/30	7/5/23	7/14/23
	7/1 - 7/7; 7/8 - 7/14	7/19/23	7/31/23
August	7/15 - 7/21; 7/22 - 7/28	8/3/23	8/15/23
	7/29 - 8/4; 8/5 - 8/11; 8/12 - 8/18	8/22/23	8/31/23
September	8/19 - 8/25; 8/26 - 9/1	9/6/23	9/15/23
	9/2 - 9/8; 9/9 - 9/15	9/20/23	9/29/23
October	9/16 - 9/22; 9/23 - 9/29	10/3/23	10/13/23
	9/30 - 10/6; 10/7 - 10/13	10/18/23	10/31/22
November	10/14 - 10/20; 10/21 - 10/27	11/1/23	11/15/23
	10/28 - 11/3; 11/4 - 11/10	11/15/23	11/30/23
December	11/11 - 11/17; 11/18 - 11/24	11/29/23	12/15/23
	11/25 - 12/1; 12/2 - 12/8	12/13/23	12/22/23
January	12/9 - 12/15; 12/16 - 12/22, 12/23 - 12/29	1/3/24	1/12/24
	12/30 - 1/5; 1/6 - 1/12	1/17/24	1/31/24
February	1/13 - 1/19; 1/20 - 1/26	1/31/24	2/15/24
	1/27 - 2/2; 2/3 - 2/9, 2/10 - 2/16	2/20/24	2/29/24
March	2/17 - 2/23; 2/24 - 3/1	3/6/24	3/15/24
	3/2 - 3/8; 3/9 - 3/15	3/19/24	3/29/24
April	3/16 - 3/22; 3/23 - 3/29	4/3/24	4/15/24
	3/30 - 4/5; 4/6 - 4/12	4/17/24	4/30/24
May	4/13 - 4/19; 4/20 - 4/26	5/1/24	5/15/24
	4/27 - 5/3; 5/4 - 5/10; 5/11 - 5/17	5/21/24	5/31/24
June	5/18 - 5/24; 5/25 - 5/31	6/5/24	6/14/24
	6/1 - 6/7; 6/8 - 6/14	6/19/24	6/28/24