

RIVERSIDE SCHOOL DISTRICT NO.2



PAYROLL SCHEDULE SCHOOL YEAR 2022 - 2023



Pay Period	Start Date	End Date	Payroll Documents Due by 2:00 PM	Pay Date
1	7/1/2022	7/14/2022	7/14/2022	7/22/2022
2	7/15/2022	7/28/2022	7/28/2022	8/5/2022
3	7/29/2022	8/11/2022	8/11/2022	8/19/2022
4	8/12/2022	8/25/2022	8/25/2022	9/2/2022
5	8/26/2022	9/8/2022	9/8/2022	9/16/2022
6	9/9/2022	9/22/2022	9/22/2022	9/30/2022
7	9/23/2022	10/6/2022	9/30/2022	10/14/2022
8	10/7/2022	10/20/2022	10/20/2022	10/28/2022
9	10/21/2022	11/3/2022	11/3/2022	11/11/2022
*10	11/4/2022	11/17/2022	11/17/2022	11/25/2022
11	11/18/2022	12/1/2022	12/1/2022	12/9/2022
*12	12/2/2022	12/15/2022	12/15/2022	12/23/2022
13	12/16/2022	12/29/2022	12/16/2022	1/6/2023
14	12/30/2022	1/12/2023	1/12/2023	1/20/2023
15	1/13/2023	1/26/2023	1/26/2023	2/3/2023
16	1/27/2023	2/9/2023	2/9/2023	2/17/2023
17	2/10/2023	2/23/2023	2/23/2023	3/3/2023
18	2/24/2023	3/9/2023	3/3/2023	3/17/2023
19	3/10/2023	3/23/2023	3/23/2023	3/31/2023
20	3/24/2023	4/6/2023	4/6/2023	4/14/2023
21	4/7/2023	4/20/2023	4/20/2023	4/28/2023
22	4/21/2023	5/4/2023	5/4/2023	5/12/2023
23	5/5/2023	5/18/2023	5/18/2023	5/26/2023
24	5/19/2023	6/1/2023	6/1/2023	6/9/2023
25	6/2/2023	6/15/2023	6/15/2023	6/23/2023
26	6/16/2023	6/29/2023	6/29/2023	7/7/2023
27	6/30/2023	6/30/2023	6/30/2023	7/7/2023

*** THANKSGIVING & WINTER RECESS BREAKS – ALL LIVE CHECKS WILL BE MAILED**

++All Payroll related documents are due per Payroll due date by 2:00pm for processing. NO EXCEPTIONS! All Late Payroll related documents will be processed on the following pay period.

FINAL PAYCHECKS: Your last day worked falls on last day of school & you elected 23 pays/23 pays + lump sum, last check will be issued on pay date in **RED**; your last day worked after last day of school, last check will be issued on pay date in **BLUE**; 26 pays (thru summer), last check will be issued on pay date in **PURPLE**.

Direct Deposit Paystubs will be emailed to employee with an active District email address. If you do not have a District email address set up, please contact the Technology Department. All LIVE paychecks are available for pick up by Administrator/Admin. Assistant/Department Supervisors at the Payroll office after 10:00am on payday Fridays. All LIVE paychecks during holidays/breaks will be mailed via U.S Postal services.