

RIVERSIDE SCHOOL DISTRICT NO.2



PAYROLL SCHEDULE SCHOOL YEAR 2023 - 2024



Pay Period	Start Date	End Date	Payroll Documents Due by 2:00 PM	Pay Date
1	7/1/2023	7/13/2023	7/13/2023	7/21/2023
2	7/14/2023	7/27/2023	7/27/2023	8/4/2023
3	7/28/2023	8/10/2023	8/10/2023	8/18/2023
4	8/11/2023	8/24/2023	8/24/2023	9/1/2023
5	8/25/2023	9/7/2023	9/7/2023	9/15/2023
6	9/8/2023	9/21/2023	9/21/2023	9/29/2023
7	9/22/2023	10/5/2023	10/5/2023	10/13/2023
8	10/6/2023	10/19/2023	10/19/2023	10/27/2023
9	10/20/2023	11/2/2023	11/2/2023	11/10/2023
*10	11/3/2023	11/16/2023	11/16/2023	11/24/2023
11	11/17/2023	11/30/2023	11/30/2023	12/8/2023
12	12/1/2023	12/14/2023	12/14/2023	12/22/2023
*13	12/15/2023	12/28/2023	12/22/2023	1/5/2024
14	12/29/2023	1/11/2024	1/11/2024	1/19/2024
15	1/12/2024	1/25/2024	1/25/2024	2/2/2024
16	1/26/2024	2/8/2024	2/8/2024	2/16/2024
17	2/9/2024	2/22/2024	2/22/2024	3/1/2024
18	2/23/2024	3/7/2024	3/7/2024	3/15/2024
19	3/8/2024	3/21/2024	3/21/2024	3/29/2024
20	3/22/2024	4/4/2024	4/4/2024	4/12/2024
21	4/5/2024	4/18/2024	4/18/2024	4/26/2024
22	4/19/2024	5/2/2024	5/2/2024	5/10/2024
23	5/3/2024	5/16/2024	5/16/2024	5/24/2024
24	5/17/2024	5/30/2024	5/30/2024	6/7/2024
25	5/31/2024	6/13/2024	6/13/2024	6/21/2024
26	6/14/2024	6/27/2024	6/27/2024	7/5/2024
27	6/28/2024	6/30/2024	6/28/2024	7/5/2024

*** 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.