



**District Offices Building**

**TO:** All Custodians, Engineers, Groundsmen, and Warehousemen

**FROM:** Katie Allen, Lead Payroll Technician

**DATE:** 2022-2023 School Year

**RE:** Time Frame for Completing Time Cards

Time cards should be completed through the dates shown on the schedule below.

You will receive a new time card with each check on the 15th and the last business day of each month.

**DATES FOR COMPLETION OF TIME CARDS**

<b>2022</b>	<b>Days</b>	<b>Date Due</b>	<b>2023</b>	<b>Days</b>	<b>Date Due</b>
Jun 22 - Jul 6	11	July 8	Dec 22 - Jan 5	11	Jan 6
Jul 7 - Jul 21	11	July 22	Jan 6 - Jan 20	11	Jan 24
Jul 22 - Aug 5	11	Aug 8	Jan 21 - Feb 6	11	Feb 8
Aug 6 - Aug 22	11	Aug 24	Feb 7 - Feb 20	10	Feb 21
Aug 23 - Sep 6	11	Sept 8	Feb 21 - Mar 7	11	Mar 8
Sep 7 - Sep 21	11	Sept 23	Mar 8 - Mar 22	11	Mar 24
Sep 22 - Oct 6	11	Oct 7	Mar 23 - Apr 6	11	Apr 7
Oct 7 - Oct 21	11	Oct 24	Apr 7 - Apr 21	11	Apr 24
Oct 22 - Nov 7	11	Nov 8	Apr 22 - May 8	11	May 9
Nov 8 - Nov 21	10	Nov 22	May 9 - May 23	11	May 24
Nov 22 - Dec 6	11	Dec 8	May 24 - Jun 7	11	Jun 8
Dec 7 - Dec 21	11	Dec 22	Jun 8 - Jun 22	11	Jun 23