



District Offices Building

TO: Non-Certified Employees (Except Groundsmen, Engineers, and Warehousemen)

FROM: Katie Allen, Lead Payroll Technician, (406) 268-6064

DATE: 2023-2024 School Year

RE: Time Frame for Completing Time Cards

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

Payday will be the last business day of each month.

DATES FOR COMPLETION OF TIME CARDS

<u>PAY PERIODS</u>	<u>TIME CARDS DUE</u>	<u># OF DAYS</u>
JUNE 21 - JULY 20	JULY 21	22
JULY 21 - AUGUST 20	AUGUST 21	21
AUGUST 21 - SEPTEMBER 20	SEPTEMBER 21	23
SEPTEMBER 21 - OCTOBER 20	OCTOBER 23	22
OCTOBER 21 - NOVEMBER 20	NOVEMBER 20	21
NOVEMBER 21 - DECEMBER 20 (<u>NO</u> early payday)	DECEMBER 20	22
DECEMBER 21 - JANUARY 20	JANUARY 22	22
JANUARY 21 - FEBRUARY 20	FEBRUARY 21	22
FEBRUARY 21 - MARCH 20	MARCH 20	21
MARCH 21 - APRIL 20	APRIL 22	22
APRIL 21 - MAY 20	MAY 21	21
MAY 21 - JUNE 20	JUNE 20	23

PLEASE DO NOT USE AN "X" OR "0" ON NON-WORKDAYS