

HENRY COUNTY BOARD OF EDUCATION

SCHOLASTIC PAYROLL CALENDAR

2023-2024

Month	Pay Dates	Payroll Input Dates	Employees Deadline to Bookkeeper	Payroll Due to Central Office	Pay Day	9 mo Certified of Days*	#
1	08/01/2023 - 08/31/2023	07/14/2023 - 08/17/2023	8/17/2023	8/21/2023	8/31/2023	13	
2	09/01/2023 - 09/30/2023	08/18/2023 - 09/08/2023	9/8/2023	9/12/2023	9/29/2023	15	
3	10/01/2023 - 10/31/2023	09/11/2023 - 10/06/2023	10/6/2023	10/17/2023	10/31/2023	20	
4	11/01/2023 - 11/31/2023	10/09/2023 - 11/03/2023	11/3/2023	11/7/2023	11/30/2023	15	
5	12/01/2023 - 12/31/2023	11/06/2023 - 12/01/2023	12/1/2023	12/5/2023	12/20/2023	14	
6	01/01/2024 - 01/31/2024	12/04/2023 - 01/12/2024	1/12/2024	1/17/2024	1/31/2024	21	
7	02/01/2024 - 02/28/2024	01/16/2024 - 02/09/2024	2/9/2024	2/13/2024	2/29/2024	19	
8	03/01/2024 - 03/31/2024	02/12/2024 - 03/08/2024	3/8/2024	3/12/2024	3/29/2024	20	
9	04/01/2024 - 04/30/2024	03/11/2024 - 04/12/2024	4/12/2024	4/16/2024	4/30/2024	20	
10	05/01/2024 - 05/31/2024	04/15/2024 - 05/10/2024	5/10/2024	5/14/2024	5/31/2024	20	
11	06/01/2024 - 06/30/2024	05/13/2024 - 06/14/2024**	6/14/2024	6/17/2024	6/28/2024	10	
12	07/01/2024 - 07/31/2024	06/17/2024 - 07/12/2024**	7/12/2024	7/15/2024	7/31/2024	0	
						187	
187 Teacher Days (1st day 8/01/2023) / 177 Student Days (1st day 8/08/2023)							

- *182 day employees - Follow the Student Day's Calendar, with additional workdays: 8/02/23, 8/03/23, 8/04/23, 8/07/23, & 1/03/24
- *189 day - Two additional working days beyond 187 day employees
- *202 day - 10 month employees work 5 days prior to 9 month teachers and 10 days after
- *202 day - 10 month Career Tech employees work 10 days prior to 9 month teachers and 5 days after
- *222 day - 11 month employees work 15 days prior to 9 month teachers and 20 days after
- *240 day - 12 month employees

*The last working day for 9 month employees is 5/24/2024. In addition, 10, 11, and 12 month employees may work more days than indicated in each payroll period; therefore, adjust accordingly to reflect the actual number of days that have been worked.

The Superintendent and/or your supervisor may adjust your workdays accordingly.

PAYROLL IS DUE IN THE CENTRAL OFFICE NO LATER THAN 8:00 A.M. ON THE DUE DATES SCHEDULED ABOVE