

Pacifica School District

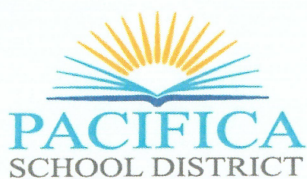
2023/2024 Payroll Schedule

Certificated and Classified Normal Payroll Schedule

Certificated employees are paid August through May with summer pay distributed in June and July.
Classified employees are paid August through June with summer pay distributed in July.

Pay Period	Send Attendance to Payroll	Pay Date
July 1 - July 31	July 31, 2023	July 29, 2022
August 1 - August 31	August 31, 2023	August 31, 2023
September 1 - September 30	September 29, 2023	September 29, 2023
October 1 - October 31	October 31, 2023	October 31, 2023
November 1 - November 30	November 30, 2023	November 30, 2023
December 1 - December 31	December 22, 2023	December 22, 2023 Early Release You will not be receiving a December 31 paycheck please plan accordingly.
January 1 - January 31	January 31, 2024	January 31, 2024
February 1 - February 29	February 29, 2024	February 29, 2024
March 1 - March 31	March 29, 2024	March 28, 2024
April 1 - April 30	April 30, 2024	April 30, 2024
May 1 - May 31	May 31, 2024	May 31, 2024
June 1 - June 30 12 month employees	June 28, 2024	June 28, 2024
June 1 - June 30 10 and 11 month employees	June 28, 2024	June 14, 2024

For questions regarding the payroll schedule please email the payroll technician at mrivera@pacificasd.org



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2023/2024 Payroll Schedule

Certificated, Classified, and Substitute Payroll Timecard Schedule

All timesheets or adjustments to payroll are due on the last day of the pay period. However, they will be accepted until the following day (the 1st day of the following month).

Pay Period	Send Timesheet to Payroll	Pay Date
July 1 - July 31	July 31, 2023	August 31, 2023
August 1 - August 31	August 31, 2023	September 29, 2023
September 1 - September 30	September 29, 2023	October 31, 2023
October 1 - October 31	October 31, 2023	November 30, 2023
November 1 - November 30	November 30, 2023	December 22, 2023 Early Release You will not be receiving a December 31 paycheck please plan accordingly.
December 1 - December 31	December 22, 2023	January 31, 2024
January 1 - January 31	January 31, 2024	February 29, 2024
February 1 - February 28	February 29, 2024	March 28, 2024
March 1 - March 31	March 29, 2024	April 30, 2024
April 1 - April 30	April 30, 2024	May 31, 2024
May 1 - May 31	May 31, 2024	June 28, 2024
June 1 - June 30	June 28, 2024	July 26, 2024

For questions regarding the payroll schedule please email the payroll technician at mriviera@pacificasd.org