

**2022 - 2023
ADMINISTRATIVE/LICENSED PAYROLL CALENDAR
FOR HCM DUE DATES, PAY PERIODS & PAY DATES**

* REVISED 6/28/22

MONTH	PAY PERIOD DATES	HCM APPROVAL	
		DEADLINE BY 5:00 P.M.	PAY DATE
Aug 01 - Aug 31, 2022	Aug 01 - Aug 15, 2022 08/03/22 Returning Teachers Report 08/08/22 Classes Begin Aug 16 - Aug 31, 2022	07/29/22 08/15/22	08/10/22 08/25/22
Sept 01 - Sept 30, 2022	Sept 01 - Sept 15, 2022 09/05/22 Labor Day Holiday Sept 16 - Sept 30, 2022	08/31/22 09/15/22	09/09/22 09/23/22
Oct 01 - Oct 31, 2022	Oct 01 - Oct 15, 2022 Oct 16 - Oct 31, 2022 10/28/22 Nevada Day Holiday	09/30/22 10/14/22	10/7/2022 * 10/25/22
Nov 01 - Nov 30, 2022	Nov 01 - Nov 15, 2022 11/11/22 Veteran's Day Holiday Nov 16 - Nov 30, 2022 11/23/22 No school for Students & Licensed employees 11/24 & 11/25/22 Thanksgiving Holiday & Family Day	10/31/22 11/15/22	11/10/22 11/23/22
Dec 01 - Dec 31, 2022	Dec 01 - Dec 15, 2022 Dec 16 - Dec 31, 2022 12/19 - 12/30/22 Winter Break 12/26 & 12/27/22 Winter Holiday	11/30/22 12/08/22 EARLY	12/09/22 *** 12/16/22
Jan 01 - Jan 31, 2023	Jan 01 - Jan 15, 2023 01/02/23 New Year's Holiday 01/03/23 Classes Resume Jan 16 - Jan 31, 2023 01/16/23 Martin Luther King Holiday	12/30/22 01/13/23	01/10/23 01/25/23 ***
Feb 01 - Feb 28, 2023	Feb 01 - Feb 15, 2023 Feb 16 - Feb 28, 2023 02/20/23 President's Day Holiday	01/31/23 02/15/23	02/10/23 02/24/23
Mar 01 - Mar 31, 2023	Mar 01 - Mar 15, 2023 03/13 - 03/17/23 Spring Break & 03/17/23 Spring Holiday Mar 16 - Mar 31, 2023	02/28/23 03/15/23	03/10/23 03/24/23 ***
Apr 01 - Apr 30, 2023	Apr 01 - Apr 15, 2023 04/07/23 No school for Students & Licensed employees 04/10/23 No school for Students & Licensed employees Apr 16 - Apr 30, 2023	03/31/23 04/14/23	04/10/23 04/25/23 ***
May 01 - May 31, 2023	May 01 - May 15, 2023 May 16 - May 31, 2023 05/22/23 End of School Year 05/23/23 9 month Teachers End of Work Year 05/29/23 Memorial Day Holiday	04/28/23 05/15/23	05/10/23 05/25/23
June 01 - June 30, 2023	June 01 - June 15, 2023 June 16 - June 30, 2023 06/16/23 11 month Administrative End of Work Year 06/19/23 Juneteenth Holiday 06/30/23 12 month Administrative End of Work Year	05/31/23 06/15/23	06/09/23 *** 06/23/23
July 01 - July 31, 2023	July 01 - July 15, 2023 07/03/23 12 month Administrators Return 07/04/23 Independence Day Holiday July 16 - July 31, 2023 07/19/23 11 month Administrators Return 07/26/23 New Teachers Report	06/30/23 07/14/23	07/10/23 07/25/23
Aug 01 - Aug 31, 2023	Aug 01 - Aug 15, 2023 08/02/23 Returning Teachers Report 08/07/23 Classes Begin Aug 16 - Aug 31, 2023	07/31/23 08/15/23	08/10/23 08/25/23
NOTE:	12 month administrator contracts are paid 11 month administrator contracts are paid Teacher's contracts are paid	07/08/22 thru 06/23/23 08/10/22 thru 07/25/23 09/09/22 thru 08/25/23 08/10/22 thru 07/25/23	CER CEY
NOTE:	Coaching Paydates***: Licensed Longevity Payoff: Licensed unused Personal Leave/Universal Payoff: Licensed unused Personal Leave/Universal Payoff: Administrator Excess Vacation Payoff:	12/09/22, 01/25/23, 03/24/23, 04/25/23 AND 06/09/23 06/23/23 07/25/23 08/25/23 07/10/23	CEY CER