



Livermore Valley Joint Unified School District

2023-2024 Pay Dates & Deadlines

<u>Month</u>	<u>Timesheet Work Period</u>	<u>Pay Date</u>
July 2023	6/11/23 – 6/30/23	7/28/23
July 2023	7/1/23 – 7/10/23	7/31/23
August 2023	7/11/23 – 8/10/23	8/31/23
September 2023	8/11/23 – 9/10/23	9/29/23
October 2023	9/11/23 – 10/10/23	10/31/23
November 2023	10/11/23 – 11/10/23	11/30/23
December 2023	11/11/23 – 12/10/23	12/28/23
January 2024	12/11/23 – 1/10/24	1/31/24
February 2024	1/11/24 – 2/10/24	2/29/24
March 2024	2/11/24 – 3/10/24	3/29/24
April 2024	3/11/24 – 4/10/24	4/30/24
May 2024	4/11/24 – 5/10/24	5/31/24
June 2024	5/11/24 – 6/10/24	6/28/24
July 2024	6/11/24 – 6/30/24	7/30/24

Important Payroll Deadlines & Information

- Timesheets for days worked the 11th through the 31st are due to payroll on the 1st of the next month, or the next business day, by 5:00 PM.
- Timesheets for days worked the 1st through the 10th are due to payroll on the 11th, or the next business day, by 5:00 PM.
- Payroll changes such as W-4, DE-4, direct deposit changes, and credit union deductions are due to payroll on the 10th of the month.
- All new direct deposit accounts have a one month test run before they begin.
- 403(b)/457(b) Tax Shelter Annuity changes must be sent to Envoy by the end of the month for changes to take effect the following month.
- Per IRS regulations timesheets must be submitted as worked – **employees cannot hold on to timesheet(s) for submittal at a later date.**
- Timesheets must have employee ID number, employee name and signature; site authorized signature and job assignment description.