

Watauga County Schools Payroll Schedule			
2023-2024 School Year			
11 & 12 Month Employees			
Absence Period Covered	Cut-Off Date	Pay Date	Check Covers
06/13-7/16	Jul.16	Jul.31	7/1/23-7/31/23
07/17-08/13	Aug. 13	Aug. 31	8/1/23-8/31/23
08/14-09/10	Sept. 10	Sept. 29	9/1/23-9/30/23
09/11-10/08	Oct. 8	Oct. 31	10/1/23-10/31/23
10/09-11/5	Nov. 5	Nov. 30	11/1/23-11/30/23
11/6-12/3	Dec. 3	Dec. 15	12/1/23-12/31/23
12/4-1/7	Jan. 7	Jan. 31	1/1/24-1/31/24
1/8-2/4	Feb. 24	Feb 29	2/1/24-2/28/24
2/5-3/3	March 5	Mar. 29	3/1/24-3/31/24
3/4-4/7	Apr. 7	Apr. 30	4/1/24-4/30/24
4/8-5/5	May. 5	May 31	5/1/24-5/31/24
5/6-6/10	Jun.10	Jun.27	6/1/24-6/30/24
* 11 Month Employees DO NOT work in July therefore, they will not receive pay in that month			
10 month Salaried Employees			
Absence Period Covered	Cut-Off Date	Pay Date	Check Covers
07/17-08/13	Aug. 13	Aug. 31	8/14-9/10
08/14-09/10	Sept. 10	Sept. 29	9/11-10/8
09/11-10/08	Oct. 8	Oct. 31	10/9-11/5
10/09-11/5	Nov. 5	Nov. 30	11/6-12/3
11/6-12/3	Dec. 3	Dec. 15	12/4-1/7
12/4-1/7	Jan. 7	Jan. 31	1/8-2/4
1/8-2/4	Feb. 24	Feb 29	2/5-3/3
2/5-3/3	March 5	Mar. 29	3/4-4/7
3/4-4/7	Apr. 7	Apr. 30	4/8-5/5
4/8-5/5	May. 5	May 31	5/6-6/10
5/6-6/10	Jun.10	Jun.27	Absence Processing ONLY
* All absences without pay must be processed with May Payroll. No Exceptions			
All 10 mo Hourly Employees & Substitutes			
Absence Period Covered	Cut-Off Date	Pay Date	Check Covers
06/13-7/16	Jul.16	Jul.28	6/13-7/16
07/17-08/13	Aug. 13	Aug. 31	7/17-8/13
08/14-09/10	Sept. 10	Sept. 30	8/14-9/10
09/11-10/08	Oct. 8	Oct. 31	9/11-10/8
10/09-11/5	Nov. 5	Nov. 30	10/9-11/5
11/6-12/3	Dec. 3	Dec. 16	11/6-12/3
12/4-1/7	Jan. 7	Jan. 31	12/4-1/7
1/8-2/4	Feb. 24	Feb. 28	1/8-2/4
2/5-3/3	March 5	Mar. 31	2/5-3/3
3/4-4/7	Apr. 7	Apr. 28	3/4-4/7
4/8-5/5	May. 5	May 31	4/8-5/5
5/6-6/10	Jun.10	Jun.29	5/6-6/10
Paid Holidays (11)			
July 4, September 4, November 10, November 23-24, December 22-27, January 1, April 1, May 27.			
Annual Leave Days (10)			
December 18-21, December 28-29, April 2-5.			
* 10 & 11 month employees - 10 mandatory AL days must be taken as listed on the calendar. * ALL Hourly employees must approve their time sheets by the Cut-Off dates. * 10 Month Employees-May Payroll: ALL Days without pay and any other projected absences for the remainder of the year must be entered by May 17. NO EXCEPTIONS * Leave balances CAN NOT have a negative balance INCLUDING Comp Time. * Any Employee earning Comp Time are required to use that balance first. * If an employee is resigning, all absences without pay MUST be processed with last pay			
Contract Dates			
12 Month Employees: 7/1/23-6/30/24			
11 Month Employees: 8/1/23-6/30/24			
10 Month Salaried Employees: 8/15/23-6/10/24			
10 Month Hourly Employees: 8/15/23-6/10/24			