

# Watauga County Schools Payroll Schedule

## 2022-2023 School Year

### 11 & 12 Month Employees

Absence Period Covered	Cut-Off Date	Pay Date	Check Covers
6/13/22-7/17/22	Jul.17	Jul.28	7/1/22-7/31/22
7/18/22-8/14/22	Aug. 14	Aug. 31	8/1/22-8/31/22
8/15/22-9/11/22	Sept. 11	Sept. 30	9/1/22-9/30/22
9/12/22-10/9/22	Oct. 9	Oct. 31	10/1/22-10/31/22
10/10/22-11/6/22	Nov. 6	Nov. 30	11/1/22-11/30/22
11/7/22-12/4/22	Dec. 4	Dec. 16	12/1/22-12/31/22
12/5/22-1/8/23	Jan. 8	Jan. 31	1/1/23-1/31/23
1/9/23-2/5/23	Feb. 5	Feb. 28	2/1/23-2/28/23
2/6/23-3/5/23	Mar. 5	Mar. 31	3/1/23-3/31/23
3/6/23-4/2/23	Apr. 2	Apr. 28	4/1/23-4/30/23
4/3/23-5/7/23	May. 7	May 31	5/1/23-5/31/23
5/8/23-6/12/23	Jun.12	Jun.29	6/1/23-6/30/23

\* 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
7/18/22-8/14/22	Aug. 14	Aug. 31	8/16/22-9/14/22
8/15/22-9/11/22	Sept. 11	Sept. 30	9/14/22-10/13/22
9/12/22-10/9/22	Oct. 9	Oct. 31	10/14/22-11/14/22
10/10/22-11/6/22	Nov. 6	Nov. 30	11/14/22-12/13/22
11/7/22-12/4/22	Dec. 4	Dec. 16	12/14/22-1/12/23
12/5/22-1/8/23	Jan. 8	Jan. 31	1/12/23-2/10/23
1/9/23-2/5/23	Feb. 5	Feb. 28	2/13/23-3/14/23
2/6/23-3/5/23	Mar. 5	Mar. 31	3/14/23-4/12/23
3/6/23-4/2/23	Apr. 2	Apr. 28	4/13/23-5/12/23
4/3/23-5/7/23	May. 7	May 31	5/12/23-6/13/23
5/8/23-6/12/23	Jun.12	Jun.29	<b>Absence Processing ONLY</b>

\* All absences without pay must be processed with May Payroll. **No Exceptions**

### All Hourly Employees & Substitutes

Absence Period Covered	Cut-Off Date	Pay Date	Check Covers
6/13/22-7/17/22	Jul.17	Jul.28	6/13/22-7/17/22
7/18/22-8/14/22	Aug. 14	Aug. 31	7/18/22-8/14/22
8/15/22-9/11/22	Sept. 11	Sept. 30	8/15/22-9/11/22
9/12/22-10/9/22	Oct. 9	Oct. 31	9/12/22-10/9/22
10/10/22-11/6/22	Nov. 6	Nov. 30	10/10/22-11/6/22
11/7/22-12/4/22	Dec. 4	Dec. 16	11/7/22-12/4/22
12/5/22-1/8/23	Jan. 8	Jan. 31	12/5/22-1/8/23
1/9/23-2/5/23	Feb. 5	Feb. 28	1/9/23-2/5/23
2/6/23-3/5/23	Mar. 5	Mar. 31	2/6/23-3/5/23
3/6/23-4/2/23	Apr. 2	Apr. 28	3/6/23-4/2/23
4/3/23-5/7/23	May. 7	May 31	4/3/23-5/7/23
5/8/23-6/12/23	Jun.12	Jun.29	5/8/23-6/12/23

### Paid Holidays (11)

July 4, September 5, November 11, November 24-25, December 22-27, January 2, April 10, May 29.

### Annual Leave Days (10)

December 19-21, December 28-30, April 11-14.

\* 10 & 11 month employees - 10 mandatory AL days must be taken as listed on the calendar. Eligible employees **ONLY**

\* **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 15. **NO EXCEPTIONS**

\* Leave balances **CAN NOT** have a negative balance **INCLUDING** Comp Time.

\* 12 Month Employees 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

\* Absences without pay for 5/8-6/12 **MUST** be processed in May for PG2 employees.

Contract Dates
<b>12 Month Employees:</b> 7/1/22-6/30/23
<b>11 Month Employees:</b> 8/1/22-6/30/23
<b>10 Month Salaried Employees:</b> 8/16/21-6/12/23
<b>10 Month Hourly Employees:</b> 8/16/22-6/12/23