

PAYROLL CALENDAR
2023-2024
ALACHUA COUNTY PUBLIC SCHOOLS

190-Day Long Term Sub
(08/03/23- 06/04/24)

Pay Date	Pay Period	Time Entry Cutoff and Due In Payroll:	Leave Form Beginning Date	Leave Form Ending Date	Number of days to be paid:
08/25/23	2316	08/18/23	08/03/23	08/16/23	10
09/15/23	2317	09/08/23	08/17/23	08/30/23	10
09/29/23	2318	09/22/23	08/31/23	09/13/23	9
10/13/23	2319	10/05/23	09/14/23	09/27/23	10
10/31/23	2320	10/24/23	09/28/23	10/11/23	9
11/15/23	2321	11/07/23	10/12/23	10/25/23	10
11/30/23	2322	11/20/23	10/26/23	11/08/23	10
12/11/23	2323	12/04/23	11/09/23	11/28/23	8
12/19/23	2324	12/12/23	11/29/23	12/11/23	9
01/11/24	2401	12/21/23	12/12/23	01/09/24	9
01/31/24	2402	01/24/24	01/10/24	01/23/24	9
02/15/24	2403	02/08/24	01/24/24	02/06/24	10
02/29/24	2404	02/22/24	02/07/24	02/22/24	10
03/07/24	2405	02/29/24	02/23/24	03/06/24	9
03/28/24	2406	03/21/24	03/07/24	03/27/24	10
04/15/24	2407	04/08/24	03/28/24	04/10/24	10
04/30/24	2408	04/23/24	04/11/24	04/24/24	10
05/15/24	2409	05/08/24	04/25/24	05/08/24	10
05/31/24	2410	05/23/24	05/09/24	05/21/24	9
06/13/24	2411	06/05/24	05/22/24	06/04/24	9
Call or email your payroll specialist if there is unpaid time, or when someone is on extended leave, terminated, etc.					

TEACHER WORKDAYS: 08/03/23, 08/04/23, 08/07/23, 08/08/23, 08/09/23, 10/16/23, 01/12/24, 03/29/24, 06/03/24, 06/04/24.

NOTE: If your LT Sub works an extra period each day, you need to key 9.0 hours a day for that employee.