

**JACKSON BOARD OF EDUCATION
PAYROLL CUTOFF SCHEDULE (EXTRA PAY)
2023-2024 SCHOOL YEAR**

EXTRA DAYS WORKED START	EXTRA DAYS WORKED ENDED	FINAL APPROVAL TO PAYROLL OFFICE BY:	PAYABLE ON:	EXPLANATION
Saturday, June 3, 2023	Friday, June 16, 2023	Tuesday, June 20, 2023	Thursday, June 29, 2023	Free ride 12 months Only - Belong July 1st 2023
Saturday, June 17, 2023	Friday, June 30, 2023	Wednesday, July 5, 2023	Thursday, July 13, 2023	
Saturday, July 1, 2023	Friday, July 14, 2023	Monday, July 17, 2023	Thursday, July 27, 2023	
Saturday, July 15, 2023	Friday, July 28, 2023	Monday, July 31, 2023	Thursday, August 10, 2023	
Saturday, July 29, 2023	Friday, August 11, 2023	Monday, August 14, 2023	Thursday, August 24, 2023	
Saturday, August 12, 2023	Friday, August 25, 2023	Monday, August 28, 2023	Wednesday, September 6, 2023	FIRST PAY DAY FOR 10 AND 12 MONTH EMPLOYEE
Saturday, August 26, 2023	Friday, September 8, 2023	Monday, September 11, 2023	Friday, September 22, 2023	
Saturday, September 9, 2023	Friday, September 22, 2023	Tuesday, September 26, 2023	Friday, October 6, 2023	
Saturday, September 23, 2023	Friday, October 6, 2023	Tuesday, October 10, 2023	Friday, October 20, 2023	
Saturday, October 7, 2023	Friday, October 20, 2023	Monday, October 23, 2023	Friday, November 3, 2023	
Saturday, October 21, 2023	Friday, November 3, 2023	Monday, November 6, 2023	Friday, November 17, 2023	
Saturday, November 4, 2023	Friday, November 17, 2023	Monday, November 20, 2023	Friday, December 1, 2023	
Saturday, November 18, 2023	Friday, December 1, 2023	Monday, December 4, 2023	Friday, December 15, 2023	
Saturday, December 2, 2023	Friday, December 8, 2023	Monday, December 11, 2023	Friday, December 22, 2023	Free ride (10 AND 12)/1 WEEK EARLY CUTOFF SUBMISSION
Saturday, December 9, 2023	Friday, December 29, 2023	Tuesday, January 2, 2024	Friday, January 12, 2024	3 WEEKS CUT OFF
Saturday, December 30, 2023	Friday, January 12, 2024	Tuesday, January 16, 2024	Friday, January 26, 2024	
Saturday, January 13, 2024	Friday, January 26, 2024	Monday, January 29, 2024	Friday, February 9, 2024	
Saturday, January 27, 2024	Friday, February 9, 2024	Monday, February 12, 2024	Friday, February 23, 2024	
Saturday, February 10, 2024	Friday, February 23, 2024	Monday, February 26, 2024	Friday, March 8, 2024	
Saturday, February 24, 2024	Friday, March 8, 2024	Monday, March 11, 2024	Friday, March 22, 2024	
Saturday, March 9, 2024	Friday, March 15, 2024	Monday, March 18, 2024	Thursday, March 28, 2024	BELONG APRIL 1ST PAY 2024-1WEEK CUT OFF
Saturday, March 16, 2024	Friday, April 5, 2024	Tuesday, April 9, 2024	Friday, April 19, 2024	3 WEEKS CUT OFF
Saturday, April 6, 2024	Friday, April 19, 2024	Monday, April 22, 2024	Friday, May 3, 2024	
Saturday, April 20, 2024	Friday, May 3, 2024	Monday, May 6, 2024	Friday, May 17, 2024	
Saturday, May 4, 2024	Friday, May 17, 2024	Monday, May 20, 2024	Friday, May 31, 2024	BELONG TO JUNE 1ST PAYROLL
Saturday, May 18, 2024	Friday, May 31, 2024	Monday, June 3, 2024	Friday, June 14, 2024	LAST PAY 10 AND 12 MONTH EMPLOYEES
			*6/18/2024 (TENTATIVE)	FREE RIDE 10 MONTH EMPLOYEE ONLY - NO EXTRA PAY
Saturday, June 1, 2024	Friday, June 21, 2024	Monday, June 24, 2024	Wednesday, July 3, 2024	JULY 1ST PAYROLL 2024-3WEEKS CUTOFF (TENTATIVE MAY VARY)
Missing vouchers or timesheets will be paid on the next payroll, no hand check wil provided (CLOCK IN/OUT please)				
Vouchers/payroll needing additional approval signatures must be into appropriate offices.				
TRANSPORTATION FOLLOW M-F FOR OT AND DT				
			: "FREE- RIDE" PAY	UPDATED ON 01.24.2024