

**GREAT NECK PUBLIC SCHOOLS
INTEROFFICE COMMUNICATION**

TO: All Departments/Schools
 FROM: Payroll Department
 DATE: 6/23/2023
 SUBJECT: 2023-24 School Year Payroll Closing Schedule

Payment Cycle	Submit Payroll Sheets for Period	Date Timesheets are Due to Payroll Office	Pay Day / Direct Deposit Effective Date	Comments
1	Jun 16 - 30	Jul 05	Jul 14	
2	Jul 1 - 15	Jul 18	Jul 28	
3	Jul 16 - 31	Aug 02	Aug 16	
4	Aug 1 - 15	Aug 17	Aug 31	
5	Aug 16 - 31	Sep 06	Sep 15	
6	Sep 1 - 15	Sep 19	Sep 29	
7	Sep 16 - 30	Oct 03	Oct 13	
8	Oct 1 - 15	Oct 17	Oct 31	
9	Oct 16 - 31	Nov 02	Nov 16	
10	Nov 1 - 15	Nov 17	Nov 30	
11	Nov 16 - 30	Dec 04	Dec 15	
12	Dec 1 - 15	Dec 18*	Dec 22	* Short pay period
13	Dec 16 - 31	Jan 03	Jan 16	
14	Jan 1 - 15	Jan 17	Jan 31	
15	Jan 16 - 31	Feb 02	Feb 16	
16	Feb 1 - 15	Feb 20	Feb 29	
17	Feb 16- 29	Mar 04	Mar 15	
18	Mar 1 - 15	Mar 19	Mar 29	
19	Mar 16 - 31	Apr 03	Apr 16	
20	Apr 1 - 15	Apr 16*	Apr 30	* Short pay period
21	Apr 16 - 30	May 02	May 16	
22	May 1 - 15	May 17	May 31	
23	May 16 - 31	Jun 04	Jun 14	
24	June 1 - 15	Jun 17*	Jun 26	* Short pay period