

**2022 - 2023
ADMINISTRATIVE/LICENSED PAYROLL CALENDAR
FOR HCM DUE DATES, PAY PERIOD, AND PAY DATES**

				HCM APPROVAL DEADLINE BY 5:00 P.M.	PAY DATE
MONTH		PAY PERIOD DATES			
Aug 01	-	Aug 31, 2022	Aug 01 - Aug 15, 2022	07/29/22	08/10/22
			08/03/22 Returning Teachers Report		
			08/08/22 Classes Begin		
			Aug 16 - Aug 31, 2022	08/15/22	08/25/22
Sept 01	-	Sept 30, 2022	Sept 01 - Sept 15, 2022	08/31/22	09/09/22
			09/05/22 Labor Day Holiday		
			Sept 16 - Sept 30, 2022	09/15/22	09/23/22
Oct 01	-	Oct 31, 2022	Oct 01 - Oct 15, 2022	09/30/22	10/10/22
			Oct 16 - Oct 31, 2022	10/14/22	10/25/22
			10/28/22 Nevada Day Holiday		
Nov 01	-	Nov 30, 2022	Nov 01 - Nov 15, 2022	10/31/22	11/10/22
			11/11/22 Veteran's Day Holiday		
			Nov 16 - Nov 30, 2022	11/15/22	11/23/22
			11/23/22 No school for Students & Licensed employees		
			11/24 & 11/25/22 Thanksgiving Holiday & Family Day		
Dec 01	-	Dec 31, 2022	Dec 01 - Dec 15, 2022	11/30/22	12/09/22 ***
			Dec 16 - Dec 31, 2022	12/08/22 EARLY	12/16/22
			12/19 - 12/30/22 Winter Break		
			12/26 & 12/27/22 Winter Holiday		
Jan 01	-	Jan 31, 2023	Jan 01 - Jan 15, 2023	12/30/22	01/10/23
			01/02/23 New Year's Holiday		
			01/03/23 Classes Resume		
			Jan 16 - Jan 31, 2023	01/13/23	01/25/23 ***
			01/16/23 Martin Luther King Holiday		
Feb 01	-	Feb 28, 2023	Feb 01 - Feb 15, 2023	01/31/23	02/10/23
			Feb 16 - Feb 28, 2023	02/15/23	02/24/23
			02/20/23 President's Day Holiday		
Mar 01	-	Mar 31, 2023	Mar 01 - Mar 15, 2023	02/28/23	03/10/23
			03/13 - 03/17/23 Spring Break & 03/17/23 Spring Holiday		
			Mar 16 - Mar 31, 2023	03/15/23	03/24/23 ***
Apr 01	-	Apr 30, 2023	Apr 01 - Apr 15, 2023	03/31/23	04/10/23
			04/07/23 No school for Students & Licensed employees		
			04/10/23 No school for Students & Licensed employees		
			Apr 16 - Apr 30, 2023	04/14/23	04/25/23 ***
May 01	-	May 31, 2023	May 01 - May 15, 2023	04/28/23	05/10/23
			May 16 - May 31, 2023	05/15/23	05/25/23
			05/22/23 End of School Year		
			05/23/23 9 month Teachers End of Work Year		
			05/29/23 Memorial Day Holiday		
June 01	-	June 30, 2023	June 01 - June 15, 2023	05/31/23	06/09/23 ***
			June 16 - June 30, 2023	06/15/23	06/23/23
			06/16/23 11 month Administrative End of Work Year		
			06/19/23 Juneteenth Holiday		
			06/30/23 12 month Administrative End of Work Year		
July 01	-	July 31, 2023	July 01 - July 15, 2023	06/30/23	07/10/23
			07/03/23 12 month Administrators Return		
			07/04/23 Independence Day Holiday		
			July 16 - July 31, 2023	07/14/23	07/25/23
			07/19/23 11 month Administrators Return		
			07/26/23 New Teachers Report		
Aug 01	-	Aug 31, 2023	Aug 01 - Aug 15, 2023	07/31/23	08/10/23
			08/02/23 Returning Teachers Report		
			08/07/23 Classes Begin		
			Aug 16 - Aug 31, 2023	08/15/23	08/25/23
NOTE:		12 month administrator contracts are paid	07/08/22 thru 06/23/23		
		11 month administrator contracts are paid	08/10/22 thru 07/25/23		
		Teacher's contracts are paid	09/09/22 thru 08/25/23	CER	
			08/10/22 thru 07/25/23	CEY	
NOTE:		Coaching Paydates***:	12/09/22, 01/25/23, 03/24/23, 04/25/23 AND 06/09/23		
		Licensed Longevity Payoff:	06/23/23		
		Licensed unused Personal Leave/Universal Payoff:	07/25/23	CEY	
		Licensed unused Personal Leave/Universal Payoff:	08/25/23	CER	
		Administrator Excess Vacation Payoff:	07/10/23		