



## Millbrae Elementary School District

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## 2023-2024 Payroll Schedule

Pay Period	Employee Regular Earnings Pay Date	Employee Extra Duty Timesheet Classified Substitute Timesheet		
		Submit to Supervisor/Admin by:	Supervisor/Admin Submit to Payroll by:	Timesheet Pay Date
July	7/31/2023 (12 Month only)	7/31/2023	8/10/2023	8/31/2023
August	8/31/2023 (11-12 Month only)	8/31/2023	9/8/2023	09/29/2023
September	9/29/2023	9/29/2023	10/10/2023	10/31/2023
October	10/31/2023	10/31/2023	11/09/2023	11/30/2023
November	11/30/2023	11/30/2023	12/06/2023	12/22/2023
December	12/22/2023 (Early release)	12/29/2023	01/10/2024	01/31/2024
January	1/31/2024	1/31/2024	02/09/2024	02/29/2024
February	2/29/2024	2/29/2024	03/08/2024	03/28/2024
March	3/28/2024	3/29/2024	04/10/2024	04/30/2024
April	4/30/2024	4/30/2024	05/10/2024	05/31/2024
May	5/31/2024	5/31/2024	06/10/2024	06/28/2024
June	6/14/2024 (Early Release)	6/28/2024	07/10/2024	07/26/2024

### PLEASE NOTE:

Any work to be performed which would require the submittal of a timesheet **MUST** be pre-approved.

Timesheets **MUST** be submitted on a **MONTHLY** basis, no later than the last working day of the month. Due to CalSTRS and CalPERS reporting requirements, all creditable compensation must be reported in the same month in which it was earned in order to be paid and creditable without penalty.

For example: A timesheet submitted to Payroll in December for work performed in October, will not be paid.

Due to CalSTRS and CalPERS requirements, there will be no exceptions to this policy.

Certificated Substitutes do not need to turn in timesheets.

Please contact Vienna Huynh (Payroll & Benefits Specialist) at [vhuynh@millbraesd.org](mailto:vhuynh@millbraesd.org) if you have any questions regarding the payroll schedule.