



**Pajaro Valley Unified School District**

**2023-2024**

**ATTENDANCE/ADDITIONAL PAY BATCHES NEED TO BE FINISHED AND VERIFIED BY 10am ON DUE DATE**

**ALL ADDITIONAL PAY BATCHES MUST BE VERIFIED BY YOUR STAFF ACCOUNTANT**

**ANY ATTENDANCE THAT IS NOT SUBMITTED BY THE DUE DATE WILL NO BE REFLECTED UNTIL THE FOLLOWING PAYROLL**

- Holidays
- EWR/TIMESHEET Due Date
- Attendance/Additional Pay Batches Due Date
- Pay Date

**July 23**

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**DATES: 07/01/23-07/15/23**

Month Total	21
Year to Total	21
Holidays	1
Non-Work Days	0
Service Days	20

**August 23**

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**DATES: 07/16/23-08/15/23**

Month Total	23
Year to Total	44
Holidays	0
Non-Work Days	0
Service Days	23

**September 23**

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**DATES: 08/16/23-09/15/23**

Month Total	21
Year to Total	65
Holidays	1
Non-Work Days	0
Service Days	20

**October 23**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**DATES: 09/16/23-10/15/23**

Month Total	22
Year to Total	87
Holidays	0
Non-Work Days	0
Service Days	22

**November 23**

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**DATES: 10/16/23-11/15/23**

Month Total	22
Year to Total	109
Holidays	3
Non-Work Days	0
Service Days	19

**December 23**

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**DATES: 11/16/23-12/15/23**

Month Total	21
Year to Total	130
Holidays	3
Non-Work Days	0
Service Days	18

**January 24**

Su	M	Tu	W	Th	F	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**DATES: 12/16/23-01/15/24**

Month Total	23
Year to Total	153
Holidays	3
Non-Work Days	0
Service Days	20

**February 24**

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

**DATES: 01/16/24-02/15/24**

Month Total	21
Year to Total	174
Holidays	2
Non-Work Days	0
Service Days	19

**March 24**

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**DATES: 02/16/24-03/15/24**

Month Total	21
Year to Total	195
Holidays	0
Non-Work Days	0
Service Days	21

**April 24**

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**DATES: 03/16/24-04/15/24**

Month Total	22
Year to Total	217
Holidays	1
Non-Work Days	0
Service Days	21

**May 24**

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**DATES: 04/16/24-05/15/24**

Month Total	23
Year to Total	240
Holidays	1
Non-Work Days	0
Service Days	22

**June 24**

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2				

**DATES: 05/15/24-06/30/24**

Month Total	20
Year to Total	260
Holidays	0
Non-Work Days	0
Service Days	20

\*Attendance and Timesheets need to be projected through 06/30/24



# 2023-2024 DUE DATES ATTENDANCE and TIMESHEET

DATE RANGE	ATTENDANCE DUE	TIMESHEETS DUE	PAY DATE
07/01/23-07/15/23	07/17/23	07/20/23	08/10/23
07/16/23-08/15/23	08/16/23	08/22/23	09/08/23
08/16/23-09/15/23	09/18/23	09/20/23	10/10/23
09/16/23-10/15/23	10/16/23	10/23/23	11/09/23
10/16/23-11/15/23	11/16/23	11/16/23	12/08/23
11/16/23-12/15/23	12/18/23	12/18/23	01/10/24
12/16/23-01/15/24	01/16/24	01/22/24	02/09/24
01/16/24-02/15/24	02/16/24	02/20/24	03/08/24
02/16/24-03/15/24	03/18/24	03/20/24	04/10/24
03/16/24-04/15/24	04/16/24	04/19/24	05/10/24
04/16/24-05/15/24	05/16/24	05/21/24	06/10/24
05/16/24-06/30/24	06/17/24	06/18/24	07/10/24