

**ORENDA CHARTER SCHOOLS
MONTHLY PAYROLL SCHEDULE
2023-2024 SCHOOL YEAR**

PAY DAY	WEEKDAY	PAY PERIOD
September 15, 2023	Friday	08/01-08/31
October 13, 2023	Friday	09/01-10/01
November 15, 2023	Wednesday	10/02-10/31
December 15, 2023	Friday	11/01-11/30
January 12, 2024	Friday	12/01-12/31
February 15, 2024	Thursday	01/01-01/31
March 15, 2024	Friday	02/01-02/29
April 15, 2024	Monday	03/01-03/31
May 15, 2024	Wednesday	04/01-04/30
June 14, 2024	Friday	05/01-05/31
July 15, 2024	Monday	06/01-06/30
August 15, 2024	Thursday	07/01-07/31

To have changes made in the current payroll - All forms for payroll updates are due to the Business Office by the 5th of the month (If the 5th falls on a weekend or holiday, they are due the business day before.) Forms and updates received after this deadline will be processed in the next month's payroll.

Orenda processes payroll on the 15th of each month. If the 15th falls on a weekend or holiday, payroll is processed on the previous business day.

*Note: Each paycheck includes medical, benefits, and any other deductions for the prior month as listed in the pay period column. **Time cards for hours worked and absences are due on the 1st** as a result of strict TRS reporting deadlines that occur at the start of the month. **The work week begins on Monday** – overtime for non-exempt staff is calculated at the end of the week on Sunday.*