

SOUTHAMPTON UFSO
2023-2024
PAYROLL AND TIMESHEET SCHEDULE

| 12 Month Employees | 10 Month Employees | Pay Check Date | TIMESHEETS DUE TO PAYROLL BY | Timesheets Period Covered | | | PAYROLL NOTES |
|--------------------------|--------------------------|----------------|------------------------------------|---------------------------|------|------------|--|
| | | | | | Thru | | |
| 1 | | 7/14/2023 | 7/3/2023 | 6/17/2023 | Thru | 6/30/2023 | |
| 2 | | 7/28/2023 | 7/17/2023 | 7/1/2023 | Thru | 7/14/2023 | |
| 3 | | 8/11/2023 | 7/31/2023 | 7/15/2023 | Thru | 7/28/2023 | |
| 4 | | 8/25/2023 | 8/14/2023 | 7/29/2023 | Thru | 8/11/2023 | |
| .5 | | 9/1/2023 | 8/28/2023 | 8/12/2023 | Thru | 8/25/2023 | .5 Check for 11/12 Month Employees |
| 5.5 | 1 | 9/15/2023 | 9/5/2023 | 8/26/2023 | Thru | 9/1/2023 | First Payroll for 10 Month Salaried Employees |
| 6.5 | 2 | 9/29/2023 | 9/18/2023 | 9/2/2023 | Thru | 9/15/2023 | |
| 7.5 | 3 | 10/13/2023 | 10/2/2023 | 9/16/2023 | Thru | 9/29/2023 | |
| 8.5 | 4 | 10/27/2023 | 10/16/2023 | 9/30/2023 | Thru | 10/13/2023 | |
| 9.5 | 5 | 11/9/2023 | 10/30/2023 | 10/14/2023 | Thru | 10/27/2023 | |
| 10.5 | 6 | 11/22/2023 | 11/13/2023 | 10/28/2023 | Thru | 11/10/2023 | |
| 11.5 | 7 | 12/8/2023 | 11/27/2023 | 11/11/2023 | Thru | 11/24/2023 | |
| 12.5 | 8 | 12/22/2023 | 12/11/2023 | 11/25/2023 | Thru | 12/8/2023 | |
| 13.5 | 9 | 1/5/2024 | 12/27/2023 | 12/9/2023 | Thru | 12/22/2023 | Only Security and Substitute timesheets will be processed. No "extras/sports" will be paid with this payroll |
| 14.5 | 10 | 1/19/2024 | 1/8/2024 | 12/23/2023 | Thru | 1/5/2024 | |
| 15.5 | 11 | 2/2/2024 | 1/22/2024 | 1/6/2024 | Thru | 1/19/2024 | |
| 16.5 | 12 | 2/16/2024 | 2/5/2024 | 1/20/2024 | Thru | 2/2/2024 | |
| 17.5 | 13 | 3/1/2024 | 2/20/2024 | 2/3/2024 | Thru | 2/16/2024 | |
| 18.5 | 14 | 3/15/2024 | 3/4/2023 | 2/17/2024 | Thru | 3/1/2024 | |
| 19.5 | 15 | 3/28/2024 | 3/18/2024 | 3/2/2024 | Thru | 3/15/2024 | Third check Limited Deductions Taken |
| 20.5 | 16 | 4/12/2024 | 4/2/2024 | 3/16/2024 | Thru | 3/29/2024 | |
| 21.5 | 17 | 4/26/2024 | 4/15/2024 | 3/30/2024 | Thru | 4/12/2024 | |
| 22.5 | 18 | 5/10/2024 | 4/29/2024 | 4/13/2024 | Thru | 4/26/2024 | |
| 23.5 | 19 | 5/24/2024 | 5/13/2024 | 4/27/2024 | Thru | 5/10/2024 | |
| 24.5 | 20 | 6/7/2024 | 5/28/2024 | 5/11/2024 | Thru | 5/24/2024 | |
| 25.5 | .5 | 6/21/2024 | 6/10/2024 | 5/25/2024 | Thru | 6/7/2024 | .5 Check for 10 Month Employees Full Check for 11/12 Month Employees Limited Deductions Taken |
| .5 | .5 / 5.5 | 6/28/2024 | 6/17/2024 | 6/8/2024 | Thru | 6/14/2024 | Final .5 Check for All Employees/Bubble check Limited Deductions Taken |

FLEXIBLE SPENDING ACCT DEDUCTIONS WILL BE TAKEN FROM 19 CHECKS AS FOLLOWS:
10 MONTH EMPLOYEES FLEX DEDUCTION WILL BE TAKEN 10/13 - 6/28 (6/21PR AND 6/28PR WILL BE 1/2 DEDUCTIONS)
12 MONTH EMPLOYEES FLEX DEDUCTION WILL BE TAKEN 10/13 - 6/21 (ALL FULL DEDUCTIONS)

*Timesheets must be submitted based on the Timesheets Period Covered listed above.