



Jackson-Madison County School System

2024 PAYROLL SCHEDULE

Payroll Beg/End Dates	DATE & TIME TO APPROVE TIMESHEET/ATTENDANCE EMPLOYEES	Check Date
AUG 13 – AUG 26	FRIDAY AUG 25 4:00 PM	SEPT 1, 2023
AUG 27 – SEPT 9	FRIDAY SEPT 8 4:00 PM	SEPT 15, 2023
SEPT 10 – SEPT 23	FRIDAY SEPT 22 4:00 PM	SEPT 29, 2023
SEPT 24 – OCT 7	FRIDAY OCT 6 4:00 PM	OCT 13, 2023
OCT 8 – OCT 21	FRIDAY OCT 20 4:00 PM	OCT 27, 2023
OCT 22 – NOV 4	FRIDAY NOV 3 4:00 PM	NOV 9, 2023
NOV 5 – NOV 18	FRIDAY NOV 17 4:00 PM	NOV 22, 2023
NOV 19 – DEC 2	FRIDAY DEC 1 4:00 PM	DEC 8, 2023
DEC 3 – DEC 16	FRIDAY DEC 15 4:00 PM	DEC 22, 2023
DEC 17 – DEC 30	FRIDAY DEC 29 4:00 PM	JAN 5, 2024
DEC 31 – JAN 13	FRIDAY JAN 12 4:00 PM	JAN 19, 2024
JAN 14 – JAN 27	FRIDAY JAN 26 4:00 PM	FEB 2, 2024
JAN 28 – FEB 10	FRIDAY FEB 9 4:00 PM	FEB 16, 2024
FEB 11 – FEB 24	FRIDAY FEB 23 4:00 PM	MARCH 1, 2024
FEB 25 – MARCH 9	FRIDAY MARCH 8 4:00 PM	MARCH 15, 2024
MARCH 10 – MARCH 23	FRIDAY MARCH 22 4:00 PM	MARCH 28, 2024



Jackson-Madison County School System

MARCH 24 – APR 6	FRIDAY APR 5 4:00 PM	APR 12, 2024
APR 7 – APR 20	FRIDAY APR 19 4:00 PM	APR 26, 2024
APR 21 – MAY 4	FRIDAY MAY 3 4:00 PM	MAY 10, 2024
MAY 5 – MAY 18	FRIDAY MAY 17 4:00 PM	MAY 24, 2024
MAY 19 – JUNE 1	FRIDAY MAY 31 4:00 PM	JUNE 7, 2024
JUNE 2 – JUNE 15	FRIDAY JUNE 14 4:00 PM	JUNE 21, 2024
JUNE 16 – JUNE 29	FRIDAY JUNE 28 4:00 PM	JULY 5, 2024
JUNE 30 – JULY 13	FRIDAY JULY 12 4:00 PM	JULY 19, 2024
JULY 14 – JULY 27	FRIDAY JULY 26 4:00 PM	AUG 2, 2024
JULY 28 – AUG 10	FRIDAY AUG 9 4:00 PM	AUG 16, 2024
AUG 11 – AUG 24	FRIDAY AUG 23 4:00 PM	AUG 30, 2024

- **DATE/TIME TO APPROVE TIMESHEET/ATTENDANCE:** Employees must approve their timesheet/attendance by this date and time to allow the Admin staff to review/approve.
- **TIME ENTRY DUE:** Admin staff must make sure Executime is ready for Finance by this date and time.
- **The Human Capital Office will inform the school admin of any payroll due date changes. Your school admin will share this information with you when needed.**