

# Biweekly Payroll

## FY 2022-2023

**Note:** These deadlines are for forms due to the accounting department. If you are completing forms that require the personnel director's signature, please allow sufficient time for the personnel department to process these forms and forward to accounting.

Two week pay period covered Sunday-Saturday	Changes & time sheets due to accounting office	To be effective on pay day	Deduct insurance for month of	Days since last pay day
22. May 29-June 11	Monday, June 13	Friday, June 24		14
23. June 12-25	Monday, June 27	Friday, July 8	July	14
24. June 26-July 9	Monday, July 11	Friday, July 22		14
25. July 10-23	Monday, July 25	Friday, Aug. 5	August	14
26. July 24-Aug. 6	Monday, Aug. 8	Friday, Aug. 19		14

### First check of new year for nine month employees

1. Aug. 7 - 20	Monday, Aug. 22	Friday, Sept. 2	September	14
2. Aug. 21-Sept. 3	Tuesday, Sept. 6	Friday, Sept. 16		14
3. Sept. 4-17	Monday, Sept. 19	Friday, Sept. 30	October	14
4. Sept. 18-Oct. 1	Monday, Oct. 3	Friday, Oct. 14		14
5. Oct. 2-15	Monday, Oct. 17	Friday, Oct. 28	November	14
6. Oct. 16-29	Monday, Oct. 31	Friday, Nov. 11		14
7. Oct. 30-Nov. 12	Monday, Nov. 14	Friday, Nov. 25	December	14
8. Nov. 13-26	Monday, Nov. 28	Friday, Dec. 9		14
9. Nov. 27-Dec. 10	Monday, Dec. 12	Friday, Dec. 23	January	14
10. Dec. 11-24	Tuesday, Dec. 20	Friday, Jan. 6		14
11. Dec. 25-Jan. 7	Monday, Jan. 9	Friday, Jan. 20		14
12. Jan. 8-21	Monday, Jan. 23	Friday, Feb. 3	February	14
13. Jan. 22-Feb. 4	Monday, Feb. 6	Friday, Feb. 17		14
14. Feb. 5-18	Monday, Feb. 20	Friday, Mar. 3	March	14
15. Feb. 19-March 4	Monday, March 6	Friday, Mar. 17		14
16. March 5-18	Monday, March 20	Friday, Mar. 31	April	14
17. Mar. 19-April 1	Thursday, Mar. 30	Friday, April 14		14
18. April 2-15	Monday, April 17	Friday, April 28		14
19. Apr. 16-29	Monday, May 1	Friday, May 12	May	14
20. Apr. 30- May 13	Monday, May 15	Friday, May 26		14
21. May 14-27	Tuesday, May 30	Friday, June 9	June	14
22. May 28- June 10	Monday, June 12	Friday, June 23		14
23. June 11-24	Monday, June 26	Friday, July 7	July	14
24. Jun 25-July 8	Monday, July 10	Friday, July 21		14
25. July 9-22	Monday, July 24	Friday, Aug. 4	August	14
26. July 23-Aug. 5	Monday, Aug. 7	Friday, Aug. 18		14

**All checks to be mailed will be taken to the Lancaster Post Office by 12 noon two workdays before payday.**

**Lancaster County School District  
Lancaster, South Carolina**