

## HOURLY EMPLOYEES TIME CARD SCHEDULE

The deadline for time cards to be in the Business Office for the **2023-2024** school year is as follows:

MONTHS COVERED	FIRST DATE ON TIMECARD SUN	LAST DATE ON TIMECARD SAT.	DUE IN BUSINESS OFFICE (MON.)	LENGTH OF PAY PERIOD	PAYDAY	BCC HOLIDAYS
JULY	07/01 (Sat)	07/15	07/16	2 WEEKS	AUG. 09, 2023	Independence Day-7/4/23
JULY/AUG	07/17	08/12	08/14	4 WEEKS	SEPT. 11, 2023	
AUG/SEPT	08/13	09/09	09/11	4 WEEKS	OCT. 09, 2023	Labor Day-9/4/23
SEPT/OCT	09/10	10/14	10/16	5 WEEKS	NOV. 09, 2023	
OCT/NOV	10/15	11/11	11/13	4 WEEKS	DEC. 11, 2023	Veteran's Day-11/10/23
NOV/DEC	11/12	12/09	12/11	4 WEEKS	JAN. 09, 2024	Thanksgiving-11/23/23 – 11/24/23
DEC/JAN	12/10	01/13	01/16	5 WEEKS	FEB. 09, 2024	Winter Break-12/23/23 – 1/1/24
JAN/FEB	01/14	02/10	02/12	4 WEEKS	MAR. 11, 2024	MLK-1/15/24
FEB/MARCH	02/11	03/09	03/11	4 WEEKS	APRIL 09, 2024	President's Days-2/16/24 & 2/19/24
MARCH/APRIL	03/10	04/13	04/15	5 WEEKS	MAY 09, 2024	Spring Break-3/15/24
APRIL/MAY	04/14	05/11	5/13	4 WEEKS	JUNE 10, 2024	
MAY/JUNE	05/12	06/08	06/10	4 WEEKS	JULY 09, 2024	Memorial Day-5/27/24
JUNE FINAL	06/09	06/30 (Sun)	07/01 (Mon)	3 WEEKS	JULY 15, 2024	Juneteenth-6/19/24

These dates are accurate for **ALL HOURLY EMPLOYEES**. This includes Adjunct (part-time instructors), Substitutes, Temporary, Professional Experts and Student Workers. Certificated part-time Instructors will be paid according to their letter of agreement.

BE SURE YOUR SUPERVISOR SIGNS YOUR TIME CARD.

All time cards not turned in to the Business Office by the cut-off date **MAY NOT** be paid at the regular time on the 9th of the following month. Timecards not submitted on time, cannot be paid on time.