

Berwick Area School District
Employee Timesheet Schedule/Deadlines for Bi-Weekly Pay Periods
FY 2023-2024

Start Date	End Date	Time Sheet Due By	Pay Date	Notes
06/12/23	06/25/23	06/26/23	07/06/23	
06/26/23	07/09/23	07/10/23	07/20/23	
07/10/23	07/23/23	07/24/23	08/03/23	
07/24/23	08/06/23	08/07/23	08/17/23	
08/07/23	08/20/23	08/21/23	08/31/23	
08/21/23	09/03/23	09/05/23	09/14/23	
09/04/23	09/17/23	09/18/23	09/28/23	
09/18/23	10/01/23	10/02/23	10/12/23	
10/02/23	10/15/23	10/16/23	10/26/23	
10/16/23	10/29/23	10/30/23	11/09/23	
10/30/23	11/12/23	11/13/23	11/22/23	Holiday 11/23/2023
11/13/23	11/26/23	11/27/23	12/07/23	
11/27/23	12/10/23	12/11/23	12/21/23	
12/11/23	12/24/23	12/18/23	01/04/24	IMPORTANT HOLIDAY NOTICE: Timesheets must be received in the Business Office by 8:00 am on Wednesday, December 20th. Vertime must be approved by 8:00 am on Wednesday, December 20th. Timesheets not received and/or Vertime approvals not completed will result in employee being paid the following pay period.
12/25/23	01/07/24	01/08/24	01/18/24	
01/08/24	01/21/24	01/22/24	02/01/24	
01/22/24	02/04/24	02/05/24	02/15/24	
02/05/24	02/18/24	02/20/24	02/29/24	
02/19/24	03/03/24	03/04/24	03/14/24	
03/04/24	03/17/24	03/18/24	03/28/24	
03/18/24	03/31/24	04/02/24	04/11/24	
04/01/24	04/14/24	04/15/24	04/25/24	
04/15/24	04/28/24	04/29/24	05/09/24	
04/29/24	05/12/24	05/13/24	05/23/24	
05/13/24	05/26/24	05/28/24	06/06/24	
05/27/24	06/09/24	06/10/24	06/20/24	
06/10/24	06/23/24	06/24/24	07/03/24	Holiday 07/04/2024

Please turn in timesheets to Payroll by 9 am.

Payroll reserves the right to return incomplete/unsigned timesheets for completion.

Note: Please adhere to the payroll schedule. Late timesheets will be processed the following pay cycle.

DO NOT HOLD TIME CARDS. The District is assessed penalties and interest for late payroll reporting to retirement.