

# COLONIAL BEACH PUBLIC SCHOOLS

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*Clint M. Mitchell, Ed. D.*  
Division Superintendent

*Michelle Payne, Board Chair*  
Colonial Beach School Board

## PAYROLL CALENDAR FOR 2023-2024 SCHOOL YEAR

**PAYDATE IS THE 4TH FRIDAY OF THE MONTH**  
**(EXCEPTIONS: NOVEMBER, DECEMBER, & JANUARY)**

<b>WORK FROM - TO</b>	<b>PAYROLL DATE</b>
June 17 to July 14	July 28, 2023
July 15 to August 11	August 25, 2023
August 12 to September 15*	September 22, 2023
September 16 to October 13	October 27, 2023
<b>October 14 to November 10</b>	<b>November 21, 2023</b>
<b>November 11 to December 8</b>	<b>December 19, 2023</b>
<b>December 9 to January 12*</b>	<b>January 26, 2024</b>
January 13 to February 9	February 23, 2024
February 10 to March 8	March 22, 2024
March 9 to April 12*	April 26, 2024
April 13 to May 10	May 24, 2024
May 11 to June 14*	June 28, 2024
June 15 to July 12	July 26, 2024

Timesheets are due on the final day of the pay period. Administrators will review and approve timesheets and leave the following business day.

**\*\* Indicates 5 week pay period**

## SIGNIFICANT PAYROLL DATES

<b>12-Month Employees</b> Approved FY 23-24 Salary Begins	July 28, 2023
<b>11 and 10-Month Employees</b> Approved FY 23-24 Salary Begins	August 25, 2023
<b>New Teachers (Contract Effective 7/1/2023)</b> Approved FY 23-24 Salary Start Date  <i>*New Teachers (Contract Effective after 7/1/2023) see the Office of Human Resources</i>	August 25, 2023
<b>Final Pay Month for Existing Employees at the end of School Year</b> 10 and 11-Month ----- 12-Month -----	July 26, 2024 June 28, 2024
<b>VRS Contributions Deduction Months</b> 10-Month ----- 11-Month ----- 12-Month -----	August-May July-May July-June
<b>VA Education Association Deductions (Enrolled)</b>	September-June
<b>Academic Clubs and Liasons</b>	May

## ATHLETIC AND ACADEMIC COACH(ES) PAYROLL DATES

*Dates are subject to change if the season is extended.*

<b>FALL Season</b> Volleyball Football Cheer Middle School Basketball	November 21, 2023
<b>WINTER Season</b> Basketball Cheer Theatre Academic Team	March 22, 2024
<b>SPRING Season</b> Baseball Softball	June 28, 2024