



**2023-2024**

**WEST LINN – WILSONVILLE SCHOOL DISTRICT**  
**Payroll Cutoff Calendar**

All contract employees will be paid 12 equal paychecks. For all employees hired after their first contract day, their salary will be prorated and spread over the remaining months in their contract.

All Classified employees complete a weekly timesheet in Time & Attendance. Timesheets are used for calculating additional pay, overtime, leave and unpaid time during the payroll cutoff dates.

Example of Classified Monthly Gross Calculation - Hourly rate of pay, multiplied by working hours per day, multiplied by the number of days in annual contract, equals annual wage. Annual wage divided by 12, equals monthly gross (12 equal paychecks).

- **Additional hours of all contract employees will be paid for time worked during the cutoff periods below, and the corresponding payday.**
- **Casual Hires (subs, athletic event workers, etc.) will be paid for time worked during the cutoff periods below, and the corresponding payday.**
- **All Coaches will be paid according to their Extra Duty Contract.**

<b><u>Cutoff Begin</u></b>	<b><u>Cutoff End</u></b>	<b><u>Paydays</u></b>
06/04/2023	- 07/01/2023	July 25, 2023
07/02/2023	- 08/05/2023	August 25, 2023
08/06/2023	- 09/02/2023	September 25, 2023
09/03/2023	- 09/30/2023	October 25, 2023
10/01/2023	- 11/04/2023	November 22, 2023
11/05/2023	- 12/02/2023	December 21, 2023
12/03/2023	- 01/06/2024	January 25, 2024
01/07/2024	- 02/03/2024	February 23, 2024
02/04/2024	- 03/02/2024	March 25, 2024
03/03/2024	- 04/06/2024	April 25, 2024
04/07/2024	- 05/04/2024	May 24, 2024
05/05/2024	- 06/01/2024	June 25, 2024