



2022-2023

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 your annual contract, equals your annual wage. Annual wage divided by 12, equals your 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.

All Casual Hires (substitutes, coaches, etc.) will be paid for time worked during the cutoff periods below, and the corresponding payday.

<u>Cutoff Begin</u>	<u>Cutoff End</u>	<u>Paydays</u>
06/05/2022	- 07/02/2022	July 25, 2022
07/03/2022	- 08/06/2022	August 25, 2022
08/07/2022	- 09/03/2022	September 23, 2022
09/04/2022	- 10/01/2022	October 25, 2022
10/02/2022	- 11/05/2022	November 23, 2022
11/06/2022	- 12/03/2022	December 22, 2022
12/04/2022	- 01/07/2023	January 25, 2023
01/08/2023	- 02/04/2023	February 24, 2023
02/05/2023	- 03/04/2023	March 24, 2023
03/05/2023	- 04/01/2023	April 25, 2023
04/02/2023	- 05/06/2023	May 25, 2023
05/07/2023	- 06/03/2023	June 23, 2023