

Lee County Schools
Payroll Information for 2023-2024
Child Nutrition Assistants, Teacher Assistants, Non-Staff Tutors, and Hourly Employees

Hourly Payroll

Pay Date	Due to Payroll	Absence Period	Days Paid in Period (Year-Round)	Days Paid in Period (Traditional/LEC)	
August 25, 2023	August 9, 2023	7/8/23-8/4/23	20	0	2
September 25, 2023	September 6, 2023	8/5/23-9/1/23	20	20	3
October 25, 2023	October 11, 2023	9/2/23-10/6/23	13	25	4
November 21, 2023	November 8, 2023	10/7/23-11/3/23	20	20	5
		Classified Supplement 50% Certified Supplement 50% Checks on Direct Deposit			
December 18, 2023	December 6, 2023	11/4/23-12/1/23	20	20	6
January 25, 2024	January 10, 2024	12/2/23-1/5/24	23	25	7
February 23, 2024	February 7, 2024	1/6/24-2/2/24	20	20	8
March 21, 2024	March 6, 2024	2/3/24-3/1/24	20	20	9
April 25, 2024	April 10, 2024	3/2/24-4/5/24	15	25	10
May 24, 2024,**	May 8, 2024	4/6/24-5/3/24	20	20	11
June 20, 2024	June 5, 2024	Traditional/LEC-5/4/24-5/31/24 Tramway-5/4/24-6/6/24	24	20	12
		Classified Supplement 50% Certified Supplement 50% Checks on Direct Deposit	215 Days Total	215 Days Total	

**** Time projections will need to be made through the remainder of the timesheet period. We must get payroll in by June 5th, 2024 in order to complete before the deadline. Please notify the Finance Office immediately if projections change.**

****Notify the Finance Office immediately when an employee resigns, retires, or is terminated after the payroll is submitted on the due date and before the pay period ends. If an employee is on sick leave at the time the payroll is submitted and further negative absences occur, please notify the Finance Office immediately. This prevents the employee from being overpaid.**