



Independent School District No. 1

3317 12th Street
Lewiston, ID 83501
208.748.3000
Fax 208.748.3059

"Ensuring high levels of learning for ALL students"

February 2, 2023

Cut-off will always be the 8th of the month

FROM: Dezra Marcell
Accountant

TO: All Employees

RE: Payroll Cut-Off / Due Dates / Payday

PAYROLL SCHEDULE 2023 – 2024

TIME SHEETS CUT-OFF:	PAYROLLS must be into the payroll office by 12:00 P.M. on:	PAY DAY:
JULY 08, 2023	MON 10, 2023	THURSDAY 20, 2023
AUGUST 08, 2023	WED 09, 2023	FRIDAY 18, 2023
SEPTEMBER 08, 2023	MON 11, 2023	WEDNESDAY 20, 2023
OCTOBER 08, 2023	MON 09, 2023	FRIDAY 20, 2023
NOVEMBER 08, 2023	THU 09, 2023	MONDAY 20, 2023
DECEMBER 08, 2023	MON 11, 2023	WEDNESDAY 20, 2023
JANUARY 08, 2024	TUE 09, 2023 ⁴	FRIDAY 19, 2024
FEBRUARY 08, 2024	FRI 09, 2024	TUESDAY 20, 2024
MARCH 08, 2024	MON 11, 2024	WEDNESDAY 20, 2024
APRIL 08, 2024	TUE 09, 2024	FRIDAY 19, 2024
MAY 08, 2024	THU 09, 2024	MONDAY 20, 2024
JUNE 08, 2024	MON 10, 2024	THURSDAY 20, 2024
JULY 08, 2024	TUE 09, 2024	FRIDAY 19, 2024

*** MONTHS – PAID EARLY AUGUST, JANUARY, APRIL, JULY

Our Vision

"In collaboration with our community, we will empower students by providing an engaging and equitable education in a safe environment"