



## 2023/2024 Pay Periods and Pay Dates

### Contract Employees

Cycle	Pay Period <b>CONTRACT PAY</b>	Pay Period <b>EXTRA DUTIES</b>	Payroll Due Date <b>EXTRA DUTIES</b> Payroll Forms	Pay Date <b>CLASSIFIED</b>	Pay Date <b>CERTIFICATED</b>
7	7/1-7/31	7/1-7/13	7/13/2023	7/31/2023	8/1/2023
8	8/1-8/31	7/14-8/14	8/14/2023	8/31/2023	9/1/2023
9	9/1-9/30	8/15-9/12	9/12/2023	9/29/2023	** 10/2/2023
10	10/1-10/31	9/13-10/12	10/12/2023	10/31/2023	11/1/2023
11	11/1-11/30	10/13-11/7	11/7/2023	11/30/2023	12/1/2023
12	12/1-12/31	11/8-12/6	12/6/2023	* 12/29/2023	** 1/2/2024
1	1/1-1/31	12/7-1/10	1/10/2024	1/31/2024	2/1/2024
2	2/1-2/29	1/11-2/7	2/7/2024	2/29/2024	3/1/2024
3	3/1-3/31	2/8-3/11	3/11/2024	* 3/29/2024	4/1/2024
4	4/1-4/30	3/12-4/10	4/10/2024	4/30/2024	5/1/2024
5	5/1-5/31	4/11-5/13	5/13/2024	5/31/2024	** 6/3/2024
6	6/1-6/30	5/14-6/11	6/11/2024	6/28/2024	7/1/2024
6 Supp		6/12-6/30	6/30/2024	7/15/2024	7/15/2024

*Supp = Supplemental paycheck is only for employees who work extra time. It is not a normal payroll check.*

**All warrants are mailed to the address on file unless the employee has made prior arrangements with the Payroll Department. NOTE:** If you would like to have someone pick up your check, we MUST have your written authorization.

Direct Deposit is encouraged for all employees. Forms are available on the district website.

Classified employees are paid on the last *working day* of the month.

\* HOLIDAY - District Office Closed. ALL checks will be mailed.

Certificated employees are paid on the first *working day* of the month.

\*\* Pay Warrant is dated after the 1st due to a weekend or holiday. Please plan accordingly.

You can print a copy of your pay stub on the Employee Self Service Web Site:

<https://employeeselfservice.sbcss.k12.ca.us>

Need help with BestNet... See below for helpful tips

1. If you have forgotten your username or password, you simply need to re-register. Please follow the steps below carefully. If you are using a phone and having trouble, try a computer or laptop.
2. Use your legal name as it appears in payroll (all lowercase, first and last name only)
3. Do not use hyphens or spaces for your social security number
4. No comma, or \$, on your net pay. Numbers and decimal only
5. You can get your most recent net pay (the amount you take home) from your bank statement.
6. This is a self service site. It is designed so that the user can access it on a weekend or holiday without



## 2023/2024 Pay Periods and Pay Dates Substitute/ Hourly Employees

Cycle	Pay Period Covered	Payroll Due Date Timesheets Payroll Forms	Pay Date
7	7/1-7/13	7/13/2023	8/9/2023
8	7/14-8/14	8/14/2023	* 9/11/2023
9	8/15-9/12	9/12/2023	* 10/10/2023
10	9/13-10/12	10/12/2023	11/9/2023
11	10/13-11/7	11/7/2023	* 12/11/2023
12	11/8-12/6	12/6/2023	1/9/2024
1	12/7-1/10	1/10/2024	2/9/2024
2	1/11-2/7	2/7/2024	* 3/11/2024
3	2/8-3/11	3/11/2024	4/9/2024
4	3/12-4/10	4/10/2024	5/9/2024
5	4/11-5/13	5/13/2024	* 6/10/2024
6	5/14-6/11	6/11/2024	7/9/2024
6 Supp	6/12-6/30	6/30/2024	7/15/2024

*Supp = Supplemental paycheck is only for employees who work extra time. It is not a normal payroll check.*

**All warrants are mailed to the address on file unless the employee has made prior arrangements with the Payroll Department. NOTE:** If you would like to have someone pick up your check, we MUST have your written authorization.

Direct Deposit is encouraged for all employees. Forms are available on the district website.

\* Paid the next business day if the 9th falls on a weekend or Federal Reserve Closure

You can print a copy of your pay stub on the Employee Self Service Web Site:

<https://employeeselfservice.sbcss.k12.ca.us>

Need help with BestNet... See below for helpful tips

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2. Use your legal name as it appears in payroll (all lowercase, first and last name only)
3. Do not use hyphens or spaces for your social security number
4. No comma, or \$, on your net pay. Numbers and decimal only
5. You can get your most recent net pay (the amount you take home) from your bank statement.
6. This is a self service site. It is designed so that the user can access it on a weekend or holiday without