

**MEMPHIS-SHELBY COUNTY SCHOOLS PAY SCHEDULE 2023-24**  
**10 MONTH HOURLY (Scheduled Work Year 07/17/23 - 05/24/24)**

**School Nutrition Support (Part-time)**

For APECS use only  
10-NPT

| Timesheet<br>Pay Period | Calendar<br>Pay Period | TIMESHEET<br>& PAYROLL<br>Calendar Days in Pay Period | ATTENDANCE<br>PERIODS<br>Periods in Pay Period | WORK<br>DAYS | INSERVICE<br>DAYS | PAID<br>HOLIDAYS | TOTAL PAID<br>DAYS | NON PAID<br>DAYS | APPROVAL<br>DEADLINE | PAY DAY  | Total all Day |
|-------------------------|------------------------|---|--|--------------|-------------------|------------------|--------------------|------------------|----------------------|----------|---------------|
| 1                       | 1                      |   |  | 0.00         |                   |                  | 0.00               |                  | 06/30/23             | 07/07/23 | 0.00          |
| 2                       | 2                      | 7/1/2023  | 7/14/2023                                      | 0.00         |                   |                  | 0.00               | 10.00            | 07/14/23             | 07/21/23 | 10.00         |
| 3                       | 3                      | 7/15/2023   | 7/28/2023                                      | 0.00         | 1.00              |                  | 1.00               | 9.00             | 07/28/23             | 08/04/23 | 10.00         |
| 4                       | 4                      | 7/29/2023   | 8/11/2023                                      | 5.00         | 2.00              |                  | 7.00               | 3.00             | 08/11/23             | 08/18/23 | 10.00         |
| 5                       | 5                      | 8/12/2023   | 8/25/2023                                      | 10.00        |                   |                  | 10.00              |                  | 08/25/23             | 09/01/23 | 10.00         |
| 6                       | 6                      | 8/26/2023   | 9/8/2023                                       | 9.00         |                   |                  | 9.00               | 1.00             | 09/08/23             | 09/15/23 | 10.00         |
| 7                       | 7                      | 9/9/2023  | 9/22/2023                                      | 10.00        |                   |                  | 10.00              |                  | 09/22/23             | 09/29/23 | 10.00         |
| 8                       | 8                      | 9/23/2023   | 10/6/2023                                      | 10.00        |                   |                  | 10.00              |                  | 10/06/23             | 10/13/23 | 10.00         |
| 9                       | 9                      | 10/7/2023   | 10/20/2023                                     | 5.00         |                   |                  | 5.00               | 5.00             | 10/20/23             | 10/27/23 | 10.00         |
| 10                      | 10                     | 10/21/2023  | 11/3/2023                                      | 10.00        |                   |                  | 10.00              |                  | 11/03/23             | 11/10/23 | 10.00         |
| 11                      | 11                     | 11/4/2023   | 11/17/2023                                     | 9.00         |                   |                  | 9.00               | 1.00             | 11/17/23             | 11/24/23 | 10.00         |
| 12                      | 12                     | 11/18/2023  | 12/1/2023                                      | 5.00         |                   |                  | 5.00               | 5.00             | 12/01/23             | 12/08/23 | 10.00         |
| 13                      | 13                     | 12/2/2023   | 12/15/2023                                     | 10.00        |                   |                  | 10.00              |                  | 12/15/23             | 12/22/23 | 10.00         |
| 14                      | 14                     | 12/16/2023  | 12/29/2023                                     | 3.00         |                   |                  | 3.00               | 7.00             | 12/29/23             | 01/05/24 | 10.00         |
| 15                      | 15                     | 12/30/2023  | 1/12/2024                                      | 7.00         | 1.00              |                  | 8.00               | 2.00             | 01/12/24             | 01/19/24 | 10.00         |
| 16                      | 16                     | 1/13/2024   | 1/26/2024                                      | 9.00         |                   |                  | 9.00               | 1.00             | 01/26/24             | 02/02/24 | 10.00         |
| 17                      | 17                     | 1/27/2024   | 2/9/2024                                       | 10.00        |                   |                  | 10.00              |                  | 02/09/24             | 02/16/24 | 10.00         |
| 18                      | 18                     | 2/10/2024   | 2/23/2024                                      | 9.00         |                   |                  | 9.00               | 1.00             | 02/23/24             | 03/01/24 | 10.00         |
| 19                      | 19                     | 2/24/2024   | 3/8/2024                                       | 10.00        |                   |                  | 10.00              |                  | 03/08/24             | 03/15/24 | 10.00         |
| 20                      | 20                     | 3/9/2024  | 3/22/2024                                      | 5.00         |                   |                  | 5.00               | 5.00             | 03/22/24             | 03/29/24 | 10.00         |
| 21                      | 21                     | 3/23/2024   | 4/5/2024                                       | 9.00         |                   |                  | 9.00               | 1.00             | 04/05/24             | 04/12/24 | 10.00         |
| 22                      | 22                     | 4/6/2024  | 4/19/2024                                      | 10.00        |                   |                  | 10.00              |                  | 04/19/24             | 04/26/24 | 10.00         |
| 23                      | 23                     | 4/20/2024   | 5/3/2024                                       | 10.00        |                   |                  | 10.00              |                  | 05/03/24             | 05/10/24 | 10.00         |
| 24                      | 24                     | 5/4/2024  | 5/17/2024                                      | 10.00        |                   |                  | 10.00              |                  | 05/17/24             | 05/24/24 | 10.00         |
| 25                      | 25                     | 5/18/2024   | 5/31/2024                                      | 5.00         |                   |                  | 5.00               | 5.00             | 05/31/24             | 06/07/24 | 10.00         |
| 26                      | 26                     | 6/1/2024  | 6/14/2024                                      | 0.00         |                   |                  | 0.00               | 10.00            | 06/14/24             | 06/21/24 | 10.00         |
| 27                      | 27                     | 6/15/2024   | 6/28/2024                                      | 0.00         |                   |                  | 0.00               | 10.00            | 06/28/24             | 07/05/24 | 10.00         |
|                         |                        |   |  | 180.00       |                   | 0.00             | 184.00             | 76.00            |                      |          | 260.00        |

**Start date is 7/17/2023 and end date is 5/24/2024**

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

**Non-work/Non Paid**

|                            |                            |       |
|----------------------------|----------------------------|-------|
| Labor Day                  | September 4, 2023          | 1.00  |
| Fall Break -               | Oct. 9-13, 2023            | 5.00  |
| Veterans Day               | November 10, 2023          | 1.00  |
| Thanksgiving               | November 20-24, 2023       | 5.00  |
| Winter Break               | Dec 21, 2023 - Jan 2, 2024 | 9.00  |
| Martin Luther King, Jr Day | January 15, 2024           | 1.00  |
| President's Dayh           | February 19, 2024          | 1.00  |
| Spring Break               | March 11-15, 2024          | 5.00  |
| Good Friday                | March 29, 2024             | 1.00  |
| Total non-paid days        |                            | 29.00 |