

**MEMPHIS-SHELBY COUNTY SCHOOLS PAY SCHEDULE 2023-24**  
**10.5 MONTH HOURLY (Scheduled Work Year 07/24/23 - 06/05/24)**

**GENERAL OFFICE SECRETARIES (GOS)**

Timesheet	Calendar	TIMESHEET & PAYROLL	ATTENDANCE PERIODS	WORK	PAID	TOTAL PAID	NON PAID	APPROVAL	For APECS use only	Total all Days
									10.5GS	
Pay Period	Pay Period	<u>Calendar Days in Pay Period</u>		<u>DAYS</u>	<u>HOLIDAYS</u>	<u>DAYS</u>	<u>DAYS</u>	<u>DEADLINE</u>	<u>PAY DAY</u>	
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	5.00		5.00	5.00	07/28/23	08/04/23	10.00
4	4	7/29/2023	8/11/2023	10.00		10.00		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	1.00	10.00		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	3.00	8.00	2.00	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	1.00	10.00		11/17/23	11/24/23	10.00
12	12	11/18/2023	12/1/2023	5.00	2.00	7.00	3.00	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	4.00	7.00	3.00	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	1.00	10.00		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	10.00		10.00		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	10.00		03/22/24	03/29/24	10.00
21	21	3/23/2024	4/5/2024	9.00	1.00	10.00		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	9.00	1.00	10.00		05/31/24	06/07/24	10.00
26	26	6/1/2024	6/14/2024	3.00		3.00	7.00	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
				198.00		218.00	42.00		07/19/24	260.00

**Start date is 7/24/2023 and end date is 6/5/2024**

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.

**HOLIDAYS / VACATION**

Labor Day	September 4, 2023	1.00
Fall Break -	Oct. 11-13, 2023	3.00
Veterans Day	November 10, 2023	1.00
Thanksgiving	November 23, 24, 2023	2.00
Winter Break- Paid Days	Dec 22, 25-27, 29; Jan 1, 2024	6.00
Martin Luther King, Jr Day	January 15, 2024	1.00
Spring Break	March 11-15, 2024	5.00
Good Friday	March 29, 2024	1.00
<b>Total Holidays</b>		<b>20.00</b>

**Non-work/Non Paid**

Fall Break Oct. 9-10, 2023	2.00
Thanksgiving Nov. 20-22, 2023	3.00
Winter Break-Dec. 21, 28: Jan 2,3, 2024	4.00
Memorial Day May 27, 2024	1.00
<b>Total</b>	<b>10.00</b>