

MEMPHIS-SHELBY COUNTY SCHOOLS PAY SCHEDULE 2022-23
10.5 MONTH HOURLY (Scheduled Work Year 07/25/22 - 06/07/23)

GENERAL OFFICE SECRETARIES (GOS)

For APECS use only
10.5GS

Timesheet	Calendar	TIMESHEET & PAYROLL	ATTENDANCE PERIODS	WORK	PAID	TOTAL PAID	NON PAID	APPROVAL		Total all
Pay Period	Pay Period	Calendar Days in Pay Period		DAYS	HOLIDAYS	DAYS	DAYS	DEADLINE	PAY DAY	Days
1	1	7/1/2022	7/1/2022	0.00		0.00	1.00	7/1/2022	07/08/22	1.00
2	2	7/2/2022	7/15/2022	0.00		0.00	10.00	07/15/22	07/22/22	10.00
3	3	7/16/2022	7/29/2022	5.00		5.00	5.00	07/29/22	08/05/22	10.00
4	4	7/30/2022	8/12/2022	10.00		10.00		08/12/22	08/19/22	10.00
5	5	8/13/2022	8/26/2022	10.00		10.00		08/26/22	09/02/22	10.00
6	6	8/27/2022	9/9/2022	9.00	1.00	10.00		09/09/22	09/16/22	10.00
7	7	9/10/2022	9/23/2022	10.00		10.00		09/23/22	09/30/22	10.00
8	8	9/24/2022	10/7/2022	10.00		10.00		10/07/22	10/14/22	10.00
9	9	10/8/2022	10/21/2022	5.00	3.00	8.00	2.00	10/21/22	10/28/22	10.00
10	10	10/22/2022	11/4/2022	10.00		10.00		11/04/22	11/11/22	10.00
11	11	11/5/2022	11/18/2022	9.00	1.00	10.00		11/18/22	11/25/22	10.00
12	12	11/19/2022	12/2/2022	5.00	2.00	7.00	3.00	12/02/22	12/09/22	10.00
13	13	12/3/2022	12/16/2022	10.00		10.00		12/16/22	12/23/22	10.00
14	14	12/17/2022	12/30/2022	0.00	6.00	6.00	4.00	12/30/22	01/06/23	10.00
15	15	12/31/2022	1/13/2023	10.00		10.00		01/13/23	01/20/23	10.00
16	16	1/14/2023	1/27/2023	9.00	1.00	10.00		01/27/23	02/03/23	10.00
17	17	1/28/2023	2/10/2023	10.00		10.00		02/10/23	02/17/23	10.00
18	18	2/11/2023	2/24/2023	10.00		10.00		02/24/23	03/03/23	10.00
19	19	2/25/2023	3/10/2023	10.00		10.00		03/10/23	03/17/23	10.00
20	20	3/11/2023	3/24/2023	5.00	5.00	10.00		03/24/23	03/31/23	10.00
21	21	3/25/2023	4/7/2023	9.00	1.00	10.00		04/07/23	04/14/23	10.00
22	22	4/8/2023	4/21/2023	10.00		10.00		04/21/23	04/28/23	10.00
23	23	4/22/2023	5/5/2023	10.00		10.00		05/05/23	05/12/23	10.00
24	24	5/6/2023	5/19/2023	10.00		10.00		05/19/23	05/26/23	10.00
25	25	5/20/2023	6/2/2023	9.00		9.00	1.00	06/02/23	06/09/23	10.00
26	26	6/3/2023	6/16/2023	3.00		3.00	7.00	06/16/23	06/23/23	10.00
27	27	6/17/2023	6/30/2023	0.00		0.00	10.00	06/30/23	07/07/23	10.00
				198.00	20.00	218.00	43.00		07/21/23	261.00

Start date is 7/25/2022 and end date is 6/7/2023

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 5, 2022	1.00
Fall Break -	Oct. 12-14, 2022	3.00
Veterans Day	November 11, 2022	1.00
Thanksgiving	November 24, 25, 2022	2.00
Winter Break- Paid Days	Dec 20-23, 29, 30, 2022	6.00
Martin Luther King, Jr Day	January 16, 2023	1.00
Spring Break	March 13-17, 2023	5.00
Good Friday	April 7, 2023	1.00
Total Holidays		20.00

Non-work/Non Paid

Fall Break	Oct. 10-11, 2022	2.00
Thanksgiving	Nov. 21-23, 2022	3.00
Winter Break-Dec.	19, 26-28, 2022	4.00
Memorial Day	May 29, 2023	1.00
Total		10.00