

MEMPHIS-SHELBY COUNTY SCHOOLS PAY SCHEDULE 2023-24
12 MONTH HOURLY (Scheduled Work Year 07/01/23 - 06/30/24)

**Central Office Support Staff, Maintenance, Warehouse, Custodial/Grounds, Raineswood Residential Training
Center Assistants, CNC Operations(central kitchen & warehouse), Mobile Security Officers, Prep School Support, Financial Secretaries & Specialized Educational Assistants**

For APECS use only

**12 MH
Paid over 26 Even
Pay Periods**

Timesheet	Calendar	TIMESHEET & PAYROLL	ATTENDANCE PERIODS	PAID		APPROVAL			
Pay Period	Pay Period	Calendar Days in Pay Period	Work Days	HOLIDAYS	Total Days Paid	DEADLINE *	PAY DAY	Ck #	
1	1		0.00		0.00	06/30/23	07/07/23	1	
2	2	7/1/2023	7/14/2023	9.00	1.00	10.00	07/14/23	07/21/23	2
3	3	7/15/2023	7/28/2023	10.00		10.00	07/28/23	08/04/23	3
4	4	7/29/2023	8/11/2023	10.00		10.00	08/11/23	08/18/23	4
5	5	8/12/2023	8/25/2023	10.00		10.00	08/25/23	09/01/23	5
6	6	8/26/2023	9/8/2023	9.00	1.00	10.00	09/08/23	09/15/23	6
7	7	9/9/2023	9/22/2023	10.00		10.00	09/22/23	09/29/23	7
8	8	9/23/2023	10/6/2023	10.00		10.00	10/06/23	10/13/23	8
9	9	10/7/2023	10/20/2023	10.00		10.00	10/20/23	10/27/23	9
10	10	10/21/2023	11/3/2023	10.00		10.00	11/03/23	11/10/23	10
11	11	11/4/2023	11/17/2023	9.00	1.00	10.00	11/17/23	11/24/23	11
12	12	11/18/2023	12/1/2023	8.00	2.00	10.00	12/01/23	12/08/23	12
13	13	12/2/2023	12/15/2023	10.00		10.00	12/15/23	12/22/23	13
14	14	12/16/2023	12/29/2023	4.00	6.00	10.00	12/29/23	01/05/24	14
15	15	12/30/2023	1/12/2024	9.00	1.00	10.00	01/12/24	01/19/24	15
16	16	1/13/2024	1/26/2024	9.00	1.00	10.00	01/26/24	02/02/24	16
17	17	1/27/2024	2/9/2024	10.00		10.00	02/09/24	02/16/24	17
18	18	2/10/2024	2/23/2024	10.00		10.00	02/23/24	03/01/24	18
19	19	2/24/2024	3/8/2024	10.00		10.00	03/08/24	03/15/24	19
20	20	3/9/2024	3/22/2024	8.00	2.00	10.00	03/22/24	03/29/24	20
21	21	3/23/2024	4/5/2024	9.00	1.00	10.00	04/05/24	04/12/24	21
22	22	4/6/2024	4/19/2024	10.00		10.00	04/19/24	04/26/24	22
23	23	4/20/2024	5/3/2024	10.00		10.00	05/03/24	05/10/24	23
24	24	5/4/2024	5/17/2024	10.00		10.00	05/17/24	05/24/24	24
25	25	5/18/2024	5/31/2024	9.00	1.00	10.00	05/31/24	06/07/24	25
26	26	6/1/2024	6/14/2024	10.00		10.00	06/14/24	06/21/24	26
Part of 1st ck in FY 24-25		6/15/2024	6/28/2024	9.00	1.00	10.00	06/28/24	07/05/24	Paid in FY25
			Total	242.00	18.00	260.00			

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

Independence Day	July 4, 2023	1.00
Labor Day	September 4, 2023	1.00
Veterans Day	November 10, 2023	1.00
Thanksgiving	November 23-24, 2023	2.00
Winter Break- Paid Days	Dec 22, 2023 - Jan 1, 2024	7.00
Martin Luther King Jr Day	January 15, 2024	1.00
Spring Break-Paid Days	March 14-15, 2024	2.00
Good Friday	March 29, 2024	1.00
Memorial Day	May 27, 2024	1.00
Juneteenth	June 19, 2024	1.00
Total Holidays		18.00