



Genesee Education Consultant Services

**GENESEE EDUCATION CONSULTANT SERVICES, INC.
2023-2024 PAYROLL SCHEDULE**

| PAY # | FROM MONDAY | THROUGH SUNDAY | PAY DATE | TIMESHEET DUE | |
|-------|-------------|----------------|------------|---------------|-----------|
| 1 | 6/12/2023 | 6/25/2023 | 7/6/2023 | 6/26/2023 | Quarter 3 |
| 2 | 6/26/2023 | 7/9/2023 | 7/20/2023 | 7/10/2023 | |
| 3 | 7/10/2023 | 7/23/2023 | 8/3/2023 | 7/24/2023 | |
| 4 | 7/24/2023 | 8/6/2023 | 8/17/2023 | 8/7/2023 | |
| 5 | 8/7/2023 | 8/20/2023 | 9/1/2023 | 8/21/2023 | |
| 6 | 8/21/2023 | 9/3/2023 | 9/15/2023 | 9/4/2023 | |
| 7 | 9/4/2023 | 9/17/2023 | 9/29/2023 | 9/18/2023 | |
| 8 | 9/18/2023 | 10/1/2023 | 10/13/2023 | 10/2/2023 | Quarter 4 |
| 9 | 10/2/2023 | 10/15/2023 | 10/27/2023 | 10/16/2023 | |
| 10 | 10/16/2023 | 10/29/2023 | 11/9/2023 | 10/30/2023 | |
| 11 | 10/30/2023 | 11/12/2023 | 11/22/2023 | 11/13/2023 | |
| 12 | 11/13/2023 | 11/26/2023 | 12/8/2023 | 11/27/2023 | |
| 13 | 11/27/2023 | 12/10/2023 | 12/21/2023 | 12/11/2023 | Quarter 1 |
| 14 | 12/11/2023 | 12/24/2023 | 1/5/2024 | 12/25/2023 | |
| 15 | 12/25/2023 | 1/7/2024 | 1/19/2024 | 1/8/2024 | |
| 16 | 1/8/2024 | 1/21/2024 | 2/2/2024 | 1/22/2024 | |
| 17 | 1/22/2024 | 2/4/2024 | 2/16/2024 | 2/5/2024 | |
| 18 | 2/5/2024 | 2/18/2024 | 3/1/2024 | 2/19/2024 | |
| 19 | 2/19/2024 | 3/3/2024 | 3/15/2024 | 3/4/2024 | |
| 20 | 3/4/2024 | 3/17/2024 | 3/29/2024 | 3/18/2024 | Quarter 2 |
| 21 | 3/18/2024 | 3/31/2024 | 4/12/2024 | 4/1/2024 | |
| 22 | 4/1/2024 | 4/14/2024 | 4/26/2024 | 4/15/2024 | |
| 23 | 4/15/2024 | 4/28/2024 | 5/10/2024 | 4/29/2024 | |
| 24 | 4/29/2024 | 5/12/2024 | 5/24/2024 | 5/13/2024 | |
| 25 | 5/13/2024 | 5/26/2024 | 6/7/2024 | 5/27/2024 | |
| 26 | 5/27/2024 | 6/9/2024 | 6/21/2024 | 6/10/2024 | |
| 1 | 6/10/2024 | 6/23/2024 | 7/5/2024 | 6/24/2024 | |
| 2 | 6/24/2024 | 7/7/2024 | 7/19/2024 | 7/8/2024 | |

NOTE: Employees must submit their Bi-weekly timesheets to their Site Coordinator or Payroll Secretary (whomever is their 1st level of approval) on the last Friday of the payroll period to ensure payment on the coinciding pay date. Otherwise, *payment for that period will occur on the next pay date* (as long as 1st level submission is by the last Friday of that payroll period). Site Coordinators need to submit Bi-weekly Timesheets to Payroll secretaries by the Monday after the payroll period ends and Payroll Secretaries need to submit them to *GECS payroll no later than the Tuesday after the payroll period ends.*