

Mercer County Special Services School District  
2023 – 2024 School Year  
Timesheet/Payroll Schedule

SUBJECT TO CHANGE FOR MAKE-UP DAY(S) DUE TO EMERGENCY CLOSING(S)

Pay Date	Timesheets Due	Timesheet Coverage Dates	Notes:
7.14.2023	7.10.2023	6.23.2023-7.6.2023	
7.28.2023	7.21.2023	7.7.2023-7.20.2023	
8.15.2023	8.8.2023	7.21.2023-8.3.2023	
8.30.2023	8.23.2023	8.4.2023-8.18.2023	
9.15.2023	9.8.2023	8.19.2023 - 9.3.2023	
9.29.2023	9.22.2023	9.4.2023 - 9.18.2023	
10.13.2022	10.6.2023	9.19.2023 - 10.5.2023	
10.30.2023	10.23.2023	10.6.2023 - 10.19.2023	
11.15.2023	11.8.2023	10.20.2023 - 11.3.2023	
11.30.2023	11.22.2023	11.4.2023 - 11.18.2023	
12.15.2023	12.8.2023	11.19.2023 - 12.3.2023	
<b><i>12.22.2023</i></b>	<b><i>12.15.2023</i></b>	<b><i>12.4.2023 - 12.12.2023</i></b>	<b><i>DISTRICT CLOSED 12/30/23 Paychecks will be dated &amp; direct deposited for 12/22/23</i></b>
1.12.2024	1.5.2024	12.13.2023 - 1.4.2024	
1.30.2024	1.23.2024	1.5.2024 - 1.18.2024	
2.15.2024	2.8.2024	1.19.2024 - 2.3.2024	
2.29.2024	2.22.2024	2.4.2024 - 2.16.2024	
3.15.2024	3.8.2024	2.17.2024 - 3.3.2024	
3.28.2024	3.21.2024	3.4.2024 - 3.18.2024	
4.15.2024	4.8.2024	3.19.2024 - 4.2.2024	
4.30.2024	4.23.2024	4.3.2024 - 4.19.2024	
5.15.2024	5.8.2024	4.20.2024 - 5.3.2024	
5.30.2024	5.23.2024	5.4.2024 - 5.17.2024	
6.14.2024	6.7.2024	5.18.2024 - 6.3.2024	
<b><i>6.19.2024</i></b>	<b><i>NO TIMESHEETS OR SUBSTITUTE PAY</i></b>	<b><i>NO TIMESHEETS OR SUBSTITUTE PAY</i></b>	<b><i>*THIS PAYCHECK WILL BE DATED &amp; DIRECT DEPOSITED, unless notified otherwise, ON JUNE 19, 2024 *This is the final pay for 10-month staff</i></b>
<b><i>6.28.2024</i></b>	<b><i>6.21.2024</i></b>	<b><i>6.4.2024 - 6.23.2024</i></b>	<b><i>This is the final paycheck for 12-month staff &amp; any employee paid via a timesheet</i></b>

For Your Information

10-Month Employees – Paid For 187 Days, Sept – June – Receives 20 Equal Pays/Year

12-Month Employees – Paid For 260 Days, July – June – Receives 24 Equal Pays/Year

Doculivery/Paystubs/Taxes/Direct Deposit: View paystubs and/or change Federal and/or NJ State tax withholdings & Direct Deposit. Visit [www.mcscssd.us](http://www.mcscssd.us) – “staff links” – “business office” – “Doculivery”

Workers’ Compensation/Employee Injuries/Accidents: Employees should notify their School Nurse or Supervisor immediately of an injury/accident occurring at work. Accident reports should be forwarded to Annmarie Ricci, [aricci@mcscssd.us](mailto:aricci@mcscssd.us) immediately following an employee injury/accident.