

**Maquoketa Community Schools
Time Sheet Schedule for 2022-2023**

Time Recorded From/To		Time Sheet Due	Pay Date	Max # of Days Paid	C.O. Use Paychecks Due
May 30, 2022	June 12, 2022	June 15	June 30, 2022	10	July 1, 2022
June 13, 2022	July 3, 2022	June 30	July 15, 2022	15	July 15, 2022
July 4, 2022	July 17, 2021	July 20	August 1, 2022	10	August 1, 2022
July 18, 2022	July 31, 2022	Aug 3	August 15, 2022	10	August 15, 2022
August 1, 2022	August 14, 2022	Aug. 17	September 1, 2022	10	September 1, 2022
August 15, 2022	August 28, 2022	Aug. 31	September 15, 2022	10	September 15, 2022
August 29, 2022	September 11, 2022	Sept. 14	September 30, 2022	10	October 1, 2022
September 12, 2022	September 25, 2022	Sept. 28	October 14, 2022	10	October 15, 2022
September 26, 2022	October 9, 2022	Oct. 12	November 1, 2022	10	November 1, 2022
October 10, 2022	October 23, 2022	Oct. 26	November 15, 2022	10	November 15, 2022
October 24, 2022	November 6, 2022	Nov. 19	December 1, 2022	10	December 1, 2022
November 7, 2022	November 20, 2022	Nov. 23	December 15, 2022	10	December 15, 2022
November 21, 2022	December 4, 2022	Dec. 7	December 21, 2022	10	January 1, 2023
December 5, 2022	December 18, 2022	Dec. 21	January 13, 2023	10	January 15, 2023
December 19, 2022	January 8, 2023	Jan. 11	February 1, 2023	15	February 1, 2023
January 9, 2023	January 22, 2023	Jan. 25	February 15, 2023	10	February 15, 2023
January 23, 2023	February 5, 2023	Feb. 8	March 1, 2023	10	March 1, 2023
February 6, 2023	February 19, 2023	Feb. 22	March 15, 2023	10	March 15, 2023
February 20, 2023	March 12, 2023	Mar. 15	March 31, 2023	15	April 1, 2023
March 13, 2023	March 26, 2023	Mar. 29	April 14, 2023	10	April 15, 2023
March 27, 2023	April 9, 2023	Apr. 12	May 1, 2023	10	May 1, 2023
April 10, 2023	April 23, 2023	Apr. 26	May 15, 2023	10	May 15, 2023
April 24, 2023	May 14, 2023	May 17	June 1, 2023	15	June 1, 2023
May 15, 2023	May 28, 2023	May 31	June 15, 2023	10	June 15, 2023
May 29, 2023	June 11, 2023	June 14	June 30, 2023	10	July 1, 2023
June 12, 2023	July 2, 2023	June 30	July 15, 2023	15	July 15, 2023

All hourly employees (not including substitutes) will be using the time clock system. Be sure to clock in when you begin work and clock out when you leave for the day. If you leave during the day and return, remember to clock out when you leave and clock back in when you return. You do NOT need to clock out for your lunch break; the system does it automatically.

Supervisors must approve all comp time / overtime and any unused comp time will be paid on July 15, 2023.

ELECTRONIC DEPOSIT

With electronic deposit your check is directly deposited into your bank account on payday. A non-negotiable copy of your check is printed for your records; however, you may have it e-mailed to your personal or school e-mail address. Forms for this time saving service are available at the Central Office.