

2023-2024 PENDLETON SCHOOL DISTRICT PAYROLL

- **Contact Info:**
 - Tim Gilbert – Pendleton SD Payroll Clerk
 - Location: District Office
 - Phone: 541-966-3278
 - Email: tgilbert@pendletonsd.org
- **Pay Rates for 2023-2024 PSD Subs:**
 - For assistants & any other classified substitutes, the rate is \$13.20 per hour
 - For certified teacher substitutes, the rate is \$206.38 per day or \$26.63 per hour
 - For 10+ day certified subs (pay starts at higher rate on 11th day), the rate is \$265.28 per day or \$34.23 per hour.
- **Pay Periods & Pay Dates:**
 - 6th → 5th of each month
 - Payday is the 20th of each month. If the 20th falls on a non-work day, payday will be the closest working day to the 20th. For example, if the 20th is on a Saturday, payday will be the Friday before. If the 20th falls on a Sunday, payday will be on Monday.
- **Timesheets:**
 - Please keep a copy & double-check pay when it is received. If there are any questions, concerns or discrepancies, please contact me as soon as possible so it can resolved in a timely manner.

2023 - 2024 Payroll		
Month	Pay Period Cutoff	Pay Date
July 23/24	7/5/2023	7/20/2023
August 23/24	8/5/2023	8/21/2023
September 23/24	9/5/2023	9/20/2023
October 23/24	10/5/2023	10/20/2023
November 23/24	11/5/2023	11/20/2023
December 23/24	12/5/2023	12/20/2023
January 23/24	1/5/2024	1/19/2024
February 23/24	2/5/2024	2/20/2024
March 23/24	3/5/2024	3/20/2024
April 23/24	4/5/2024	4/19/2024
May 23/24	5/5/2024	5/20/2024
June 23/24	6/5/2024	6/20/2024

- **Changes:**
 - Please be sure to notify Human Resources and/or Payroll of any name, address or other changes such as tax or direct deposit information as soon as possible.

Questions? Please feel free to contact me anytime at 541-966-3278