

Payroll for Robert Treat Academy Procedures

ERESC Part-Time Paraprofessionals work 29 hours per week and 5.8 hours per day.

Payroll is deposited twice per month – the 15th and the last day of each month. If the established date falls on a weekend or holiday, you will receive payment on the weekday before that date.

PARAPROFESSIONAL PAYROLL SCHEDULE

2023 - 2024 SCHOOL YEAR

Hourly Period	Time Sheet Due	Pay Date
8/22/2023 - 9/05/2023	9/12/2023	9/15/2023
9/06/2023 - 9/18/2023	9/19/2023	9/29/2023
9/19/2023 - 9/29/2023	9/29/2023	10/13/2023
10/2/2023 - 10/16/2023	10/16/2023	10/31/2023
10/17/2023 - 10/30/2023	10/30/2023	11/15/2023
10/31/2023 - 11/14/2023	11/17/2023	11/30/2023
11/15/2023 - 11/30/2023	11/30/2023	12/15/2023
12/1/2023 - 12/12/2023	12/12/2023	12/29/2023
12/13/2023 - 12/22/2023	12/22/2023	1/12/2024
1/2/2024 - 1/16/2024	1/16/2024	1/31/2024
1/17/2024 - 1/30/2024	1/30/2024	2/15/2024
1/31/2024 - 2/13/2024	2/13/2024	2/28/2024
2/14/2024 - 2/29/2024	2/29/2024	3/15/2024
3/1/2024 - 3/14/2024	3/14/2024	3/28/2024
3/15/2024 - 3/26/2024	3/26/2024	4/15/2024
3/27/2024 - 4/17/2024	4/17/2024	4/30/2024
4/18/2024 - 5/1/2024	4/29/2024	5/15/2024
5/2/2024 - 5/15/2024	5/15/2024	5/31/2024
5/16/2024 - 5/30/2024	5/30/2024	6/14/2024
5/31/2024 - 6/11/2024	6/11/2024	6/28/2024
6/12/2024 - 6/19/2024	6/19/2024	7/15/2024

- ❖ **Upon enrollment** the first pay period is a physical check.
- ❖ Direct Deposits will start after the first pay period.
- ❖ You can access your paystubs on E-portal.