

MEMPHIS-SHELBY COUNTY SCHOOLS PAY SCHEDULE 2022-23
10.5 MONTH HOURLY (Scheduled Work Year 07/25/22 - 06/07/23)

GENERAL OFFICE SECRETARIES (GOS)

For APECS use only
10.5GS

| Timesheet | Calendar | TIMESHEET & PAYROLL | ATTENDANCE PERIODS | WORK | PAID | TOTAL PAID | NON PAID | APPROVAL | | Total all Days |
|------------|------------|-----------------------------|--------------------|--------|----------|------------|----------|----------|----------|----------------|
| Pay Period | Pay Period | Calendar Days in Pay Period | | DAYS | HOLIDAYS | DAYS | DAYS | DEADLINE | PAY DAY | Days |
| 1 | 1 | 7/1/2022 | 7/1/2022 | 0.00 | | 0.00 | 1.00 | 7/1/2022 | 07/08/22 | 1.00 |
| 2 | 2 | 7/2/2022 | 7/15/2022 | 0.00 | | 0.00 | 10.00 | 07/15/22 | 07/22/22 | 10.00 |
| 3 | 3 | 7/16/2022 | 7/29/2022 | 5.00 | | 5.00 | 5.00 | 07/29/22 | 08/05/22 | 10.00 |
| 4 | 4 | 7/30/2022 | 8/12/2022 | 10.00 | | 10.00 | | 08/12/22 | 08/19/22 | 10.00 |
| 5 | 5 | 8/13/2022 | 8/26/2022 | 10.00 | | 10.00 | | 08/26/22 | 09/02/22 | 10.00 |
| 6 | 6 | 8/27/2022 | 9/9/2022 | 9.00 | 1.00 | 10.00 | | 09/09/22 | 09/16/22 | 10.00 |
| 7 | 7 | 9/10/2022 | 9/23/2022 | 10.00 | | 10.00 | | 09/23/22 | 09/30/22 | 10.00 |
| 8 | 8 | 9/24/2022 | 10/7/2022 | 10.00 | | 10.00 | | 10/07/22 | 10/14/22 | 10.00 |
| 9 | 9 | 10/8/2022 | 10/21/2022 | 5.00 | 3.00 | 8.00 | 2.00 | 10/21/22 | 10/28/22 | 10.00 |
| 10 | 10 | 10/22/2022 | 11/4/2022 | 10.00 | | 10.00 | | 11/04/22 | 11/10/22 | 10.00 |
| 11 | 11 | 11/5/2022 | 11/18/2022 | 9.00 | 1.00 | 10.00 | | 11/18/22 | 11/25/22 | 10.00 |
| 12 | 12 | 11/19/2022 | 12/2/2022 | 5.00 | 2.00 | 7.00 | 3.00 | 12/02/22 | 12/09/22 | 10.00 |
| 13 | 13 | 12/3/2022 | 12/16/2022 | 10.00 | | 10.00 | | 12/16/22 | 12/23/22 | 10.00 |
| 14 | 14 | 12/17/2022 | 12/30/2022 | 0.00 | 6.00 | 6.00 | 4.00 | 12/30/22 | 01/06/23 | 10.00 |
| 15 | 15 | 12/31/2022 | 1/13/2023 | 9.00 | 1.00 | 10.00 | | 01/13/23 | 01/20/23 | 10.00 |
| 16 | 16 | 1/14/2023 | 1/27/2023 | 9.00 | 1.00 | 10.00 | | 01/27/23 | 02/03/23 | 10.00 |
| 17 | 17 | 1/28/2023 | 2/10/2023 | 10.00 | | 10.00 | | 02/10/23 | 02/17/23 | 10.00 |
| 18 | 18 | 2/11/2023 | 2/24/2023 | 10.00 | | 10.00 | | 02/24/23 | 03/03/23 | 10.00 |
| 19 | 19 | 2/25/2023 | 3/10/2023 | 10.00 | | 10.00 | | 03/10/23 | 03/17/23 | 10.00 |
| 20 | 20 | 3/11/2023 | 3/24/2023 | 5.00 | 5.00 | 10.00 | | 03/24/23 | 03/31/23 | 10.00 |
| 21 | 21 | 3/25/2023 | 4/7/2023 | 9.00 | 1.00 | 10.00 | | 04/07/23 | 04/14/23 | 10.00 |
| 22 | 22 | 4/8/2023 | 4/21/2023 | 10.00 | | 10.00 | | 04/21/23 | 04/28/23 | 10.00 |
| 23 | 23 | 4/22/2023 | 5/5/2023 | 10.00 | | 10.00 | | 05/05/23 | 05/12/23 | 10.00 |
| 24 | 24 | 5/6/2023 | 5/19/2023 | 10.00 | | 10.00 | | 05/19/23 | 05/26/23 | 10.00 |
| 25 | 25 | 5/20/2023 | 6/2/2023 | 9.00 | | 9.00 | 1.00 | 06/02/23 | 06/09/23 | 10.00 |
| 26 | 26 | 6/3/2023 | 6/16/2023 | 3.00 | | 3.00 | 7.00 | 06/16/23 | 06/23/23 | 10.00 |
| 27 | 27 | 6/17/2023 | 6/30/2023 | 0.00 | | 0.00 | 10.00 | 06/30/23 | 07/07/23 | 10.00 |
| | | | | | | | | | 07/21/23 | |
| | | | | 197.00 | 21.00 | 218.00 | 43.00 | | | 261.00 |

Start date is 7/25/2022 and end date is 6/7/2023

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION

| | | |
|----------------------------|-----------------------|--------------|
| Labor Day | September 5, 2022 | 1.00 |
| Fall Break - | Oct. 12-14, 2022 | 3.00 |
| Veterans Day | November 11, 2022 | 1.00 |
| Thanksgiving | November 24, 25, 2022 | 2.00 |
| Winter Break- Paid Days | Dec 23, 26-30, 2022 | 6.00 |
| | January 2, 2023 | 1.00 |
| Martin Luther King, Jr Day | January 16, 2023 | 1.00 |
| Spring Break | March 13-17, 2023 | 5.00 |
| Good Friday | April 7, 2023 | 1.00 |
| Total Holidays | | 21.00 |

Non-work/ Non Paid

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|-------------------------------|--------------|
| Fall Break Oct. 10-11, 2022 | 2.00 |
| Thanksgiving Nov. 21-23, 2022 | 3.00 |
| Winter Break-Dec. 19-22, 2022 | 4.00 |
| Memorial Day May 29, 2023 | 1.00 |
| Total | 10.00 |