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## PAYROLL INFORMATION

Newberg School District encourages employees to utilize the direct deposit process for payroll. Any employee can elect to have their paycheck directly deposited into their bank account.

Contact the district payroll office at 554-5008 to request enrollment forms and information. The completed authorization forms need to be received in the payroll office by the payroll due dates indicated below. Timesheets should include time worked through the due date. For example; timesheets turned in on August 5 should include time worked from July 3 through August 5, 2022.

## 2022-2023 PAYROLL TIMELINES

<u>PAY DATE</u>	<u>DUE IN THE PAYROLL OFFICE</u>
July 20, 2022	July 5, 2022
August 19, 2022	August 5, 2022
September 20, 2022	September 2, 2022
October 20, 2022	October 5, 2022
November 18, 2022	November 4, 2022
December 19, 2022	December 5, 2022
January 20, 2023	January 5, 2023
February 17, 2023	February 3, 2023
March 20, 2023	March 3, 2023
April 20, 2023	April 5, 2023
May 19, 2023	May 5, 2023
June 16, 2023 (10 and 11 and month employees Balance of Contract checks)	June 2, 2023
June 20, 2023 Regular June check – everyone and timesheets/subs	June 5, 2023
June 30, 2023 (Timesheets and unused leave -- No direct deposit)	June 28, 2023