

# **Pinellas County Schools**

# **PAYROLL**

# **CALENDARS**

## **2023-24**



The School Board of Pinellas County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, orientation or disability in any of its programs, services or activities.

**PINELLAS COUNTY SCHOOLS  
PAYROLL CALENDAR 2023-2024**

INSTRUCTIONAL/ADMINISTRATIVE/PROFESSIONAL/TECHNICAL/SUPERVISORY

RUN NUMBER	PAY PERIOD FROM TO	PAY DATE	← PAY TYPES & MONTHS TO WORK →						APPROVAL DUE IN SYSTEM
			(27,37,47) 12	(26,38,P6) 11.5 (A)	(35,36,45) 11	(24,28,33,34.44) 10.5	(23,29,P3) 10	(SP) on-site subs	
<b>Fiscal Year Start Date -</b>			<b>07/01/23</b>	<b>07/01/23</b>	<b>07/17/23</b>	<b>07/26/23</b>	<b>08/02/23</b>	<b>08/10/23</b>	
020	07/01 07/07	07/14/23	4 *	4 *					07/10
040	07/08 07/21	07/28	10	8 (A)	5 *				07/24
060	07/22 08/04	08/11	10	5 (A)	10	8 *	3 *		08/07
080	08/05 08/18	08/25 **	10	10	10	10	10	7	08/21
100	08/19 09/01	09/08	10	10	10	10	10	10	09/05 (B)
120	09/02 09/15	09/22	10	10	10	10	10	9	09/18
140	09/16 09/29	10/06	10	10	10	10	10	9	10/02
160	09/30 10/13	10/20	10	10	10	10	10	10	10/16
180	10/14 10/27	11/03	10	10	10	10	10	9	10/30
200	10/28 11/10	11/17	10	10	10	10	10	10	11/13
220	11/11 11/24	12/01	8	6	6	6	6	5	11/27
240	11/25 12/08	12/15	10	10	10	10	10	10	12/11
260	12/09 12/22	12/29	10	10	10	9	9	9	12/21 (B)
280	12/23 01/05	01/12/24	2	2	2	2	2	0	01/08
300	01/06 01/19	01/26	10	9	9	9	9	9	01/22
320	01/20 02/02	02/09	10	10	10	10	10	10	02/05
340	02/03 02/16	02/23	10	10	10	10	10	9	02/19
360	02/17 03/01	03/08	10	10	10	10	10	9	03/04
380	03/02 03/15	03/22	8	6	6	6	6	5	03/18
400	03/16 03/29	04/05	10	10	10	9	9	9	04/01
420	03/30 04/12	04/19	10	10	10	10	10	10	04/15
440	04/13 04/26	05/03	10	10	10	10	10	9	04/29
460	04/27 05/10	05/17 **	10	10	10	10	10	10	05/13
480	05/11 05/24	05/31	10	10	10	10	10	10	05/28 (B)
500	05/25 06/07	06/14	10	10	10 (C)	7 (C)	4 (C)	2	06/10
520	06/08 06/21	06/28	10	10					06/24
540	06/22 06/28	07/12/24	5	5					06/27 (B)
<b>Fiscal Year End Date -</b>			<b>06/30/24</b>	<b>06/30/24</b>	<b>06/07/24</b>	<b>06/04/24</b>	<b>05/30/24</b>	<b>05/29/24</b>	
			247	235	218	206	198	180	

PAID

HOLIDAYS	EQUALIZED DAYS						
SEPT 4	JUL 4	1	1				
NOV 23	NOV 20, 21	2	2	2	2		
DEC 25	NOV 22, 24	2	2	2	2		
JAN 1	DEC 22 - JAN 5	8	8	8	9	9	
MAR 15	JAN 15	1	1	1	1		
MAY 27	MAR 11 - MAR 14	2	4	4	4	4	
	MAR 29				1	1	
	Flexible Scheduling		7				
		13	25	17	19	19	0
	<b>Checks Paid -</b>	<b>26.0</b>	<b>26.0</b>	<b>23.5</b>	<b>22.5</b>	<b>21.7</b>	

\* 12- and 11.5-month employees will receive 50% times their biweekly pay (4 days plus July 4). 11-month employees will receive 50% times their biweekly pay. 10.5-month administrators/teachers will receive 80% times their biweekly pay. 10-month teachers will receive 30% times their biweekly pay.

\*\* Health insurance deductions begin on 08/25/23 and end on 05/17/24.

(A) 11.5-month employees will receive a normal biweekly check on 07/28/23 and 08/11/23.

(B) Online approvals due in by 12:00 noon. Approvals due in by 5:00 p.m. on all other dates.

(C) The five 12-month option summer pay dates for 10-month teachers are 6/14/24, 6/28/24, 7/12/24, 7/26/24 and 8/09/24

The four 12-month option summer pay dates for 10.5-month administrators are 6/14/24, 6/28/24, 7/12/24 and 7/26/24

The two 12-month option summer pay dates for 11-month administrators are 6/28/24 and 7/12/24

**PINELLAS COUNTY SCHOOLS  
PAYROLL CALENDAR 2023-2024  
SUPPORTING SERVICES**

RUN NUMBER	PAY PERIOD		PAY DATE	← PAY TYPES & MONTHS TO WORK →								APPROVAL DUE IN SYSTEM
	FROM	TO		(57, 67, 77)	(56)	(55, 65, 75)	(53,73)	(63)	(61)	(81, 82, 85)		
			12	11.5 (A)	11	10 (C)	10-FSM	9-FSA	9 - BD			
	<b>Fiscal Year Start Date -</b>			<b>07/01/23</b>	<b>07/01/23</b>	<b>07/17/23</b>	<b>08/02/23</b>	<b>08/02/23</b>	<b>08/07/23</b>	<b>08/02/23</b>		
030	07/01	07/14	07/21/23	9	9						07/17	
050	07/15	07/28	08/04	10	3 (A)	10 *					07/31	
070	07/29	08/11	08/18	10	10	10	8 *	8 *	5 *	8 *	08/14	
090	08/12	08/25	09/01 **	10	10	10	10	10	10	10	08/28	
110	08/26	09/08	09/15	10	10	10	10	10	10	10	09/11	
130	09/09	09/22	09/29	10	10	10	10	10	10	10	09/25	
150	09/23	10/06	10/13	10	10	10	10	10	10	9	10/09	
170	10/07	10/20	10/27	10	10	10	10	10	10	9	10/23	
190	10/21	11/03	11/10	10	10	10	10	10	10	10	11/06	
210	11/04	11/17	11/24	10	10	10	10	10	10	10	11/17 (B)	
230	11/18	12/01	12/08	8	6	6	6	6	6	6	12/04	
250	12/02	12/15	12/22	10	10	10	10	10	10	10	12/18	
270	12/16	12/29	01/05/24	6	6	6	5	5	5	5	12/22 (B)	
290	12/30	01/12	01/19	6	6	6	6	6	6	6	01/16 (B)	
310	01/13	01/26	02/02	10	9	9	9	9	9	9	01/29	
330	01/27	02/09	02/16	10	10	10	10	10	10	10	02/12	
350	02/10	02/23	03/01	10	10	10	9	9	9	8	02/26	
370	02/24	03/08	03/15	10	10	10	10	10	10	10	03/08 (B)	
390	03/09	03/22	03/29	8	6	6	6	6	6	6	03/25	
410	03/23	04/05	04/12	10	10	10	9	9	9	9	04/08	
430	04/06	04/19	04/26	10	10	10	10	10	10	10	04/22	
450	04/20	05/03	05/10	10	10	10	9	9	9	9	05/06	
470	05/04	05/17	05/24 **	10	10	10	10	10	10	10	05/20	
490	05/18	05/31	06/07	10	10	10	9	9	9	8	06/03	
510	06/01	06/14	06/21	10	10	5					06/17	
530	06/15	06/28	07/05/24	10	10						06/26 (B)	
				247	235	218	196	196	193	192		
	<b>Fiscal Year End Date -</b>			<b>06/30/24</b>	<b>06/30/24</b>	<b>06/07/24</b>	<b>05/30/24</b>	<b>05/30/24</b>	<b>05/30/24</b>	<b>05/29/24</b>		

PAID HOLIDAYS	EQUALIZED DAYS							
SEPT 4	JUL 4	1	1					
NOV 23	SEP 25							1
DEC 25	OCT 16							1
JAN 1	NOV 20 - 24	2	4	4	4	4	4	4
MAR 15	DEC 22 - DEC 29	4	4	4	5	5	5	5
MAY 27	JAN 2 - JAN 5	4	4	4	4	4	4	4
	JAN 15		1	1	1	1	1	1
	FEB 16, 19				1	1	1	2
	MAR 11 - MAR 14	2	4	4	4	4	4	4
	MAR 29				1	1	1	1
	APR 26				1	1	1	1
Flexible Scheduling			7					
		13	25	17	21	21	21	24
Checks Paid -		26.0	26.0	23.5	21.7	21.7	21.4	21.6

\* 12- and 11.5-month employees will receive 100% times their biweekly pay (9 days plus July 4). 11-month support will receive 100% times their biweekly pay. 10-month support, 10-month PCS police and food service managers will receive 80% times their biweekly pay. 9-month food service will receive 50% times their biweekly pay. Bus drivers will receive 80% times their biweekly pay.

\*\* Health insurance deductions begin on 09/01/23 and end on 05/24/24.

(A) 11.5-month employees will receive a normal biweekly check on 08/04/23.

(B) Online approvals due in by 12:00 noon. Approvals due in by 5:00 p.m. on all other dates.

(C) 10-month support and 10-month PCS police will follow this pay schedule.

(D) The four support summer savings plan pay dates are 6/21/24, 7/05/24, 7/19/24 and 8/02/24

**PINELLAS COUNTY SCHOOLS  
PAYROLL CALENDAR 2023-2024  
ADULT AND VOCATIONAL HOURLY/CONTRACTED SERVICES**

RUN NUMBER	PAYROLL PERIOD		PAY DATE	ONLINE APPROVAL DUE IN SYSTEM
	FROM	TO		
060	07/01	07/31	08/11	08/07
100	08/01	08/31	09/08	09/05 <b>(B)</b>
150	09/01	09/30	10/13	10/09
190	10/01	10/31	11/10	11/06
230	11/01	11/30	12/08	12/04
280	12/01	12/31	01/12/24	01/08/24
320	01/01	01/31	02/09	02/05
360	02/01	02/29	03/08	03/04
410	03/01	03/31	04/12	04/08
450	04/01	04/30	05/10	05/06
500	05/01	05/31	06/14	06/10
540	06/01	06/30	07/12	06/27 <b>(B)</b>

**(B) Online approvals due in by 12:00 noon. Approvals due in by 5:00 p.m. on all other dates.**

**PINELLAS COUNTY SCHOOLS  
PAYROLL CALENDAR 2023-2024  
DEDUCTION SCHEDULE**

HEALTH, LIFE, INCOME PROTECTION, TAX DEFERRED ANNUITY, 457 DEFERRED COMPENSATION PLAN, ROTH CONTRIBUTIONS, DEPENDENT CARE, HEALTH FSA ACCOUNT, CHARITABLE DEDUCTIONS, VOLUNTARY BENEFITS AND FLORIDA PREPAID COLLEGE

INSTRUCTIONAL  
ADMINISTRATIVE  
PROFESSIONAL/TECHNICAL

SUPPORTING  
SERVICES

08/25/23	09/01/23
09/08	09/15
09/22	09/29
10/06	10/13
10/20	10/27
11/03	11/10
11/17	11/24
12/01	12/08
12/15	12/22
12/29	01/05/24
01/12/24	01/19
01/26	02/02
02/09	02/16
02/23	03/01
03/08	03/15
03/22	03/29
04/05	04/12
04/19	04/26
05/03	05/10
05/17/24	05/24/24

ACHIEVA CREDIT UNION DEDUCTIONS

ALL PAY DATES THAT HAVE **SIX** OR MORE SCHEDULED DAYS OF PAY WILL HAVE A DEDUCTION.

**PINELLAS COUNTY SCHOOLS  
PAYROLL CALENDAR 2023-2024  
ASSOCIATION DUES DEDUCTION SCHEDULE**

CLASS/SUBCLASS	DEDUCTION	PERSONNEL	DEDUCTION DATE(S)	NUMBER OF PAYS	AMOUNT DEDUCTED *
94005	P.C.T.A.	INSTRUCTIONAL	8/25/2023 - 5/17/2024	20	@ \$34.50
94006	P.C.T.A.	JOB SHARE, PROVISIONAL, ETC.	8/25/2023 - 5/17/2024	20	@ \$17.25
94010	P.E.S.P.A.	SUPPORTING SERVICES	9/1/2023 - 5/24/2024	20	@ \$ 16.99
94015	F.P.S.U.	PLANT OPERATIONS MAINTENANCE, ETC.	7/21/2023 - 7/5/2024	26	@ varies
94015	F.P.S.U.	BUS DRIVERS & FOOD SERVICE	9/1/2023 - 5/24/2024	20	@ varies
94016	F.P.S.U. PART-TIME	PLANT OPERATIONS MAINTENANCE, ETC.	7/21/2023 - 7/5/2024	26	@ varies
94016	F.P.S.U. PART-TIME	BUS DRIVERS & FOOD SERVICE	9/1/2023 - 5/24/2024	20	@ varies
94017	C.O.P.E.	PLANT OPERATIONS MAINTENANCE, ETC.	7/21/2023 - 7/5/2024	26	@ varies
94017	C.O.P.E.	BUS DRIVERS & FOOD SERVICE	9/1/2023 - 5/24/2024	20	@ varies
94022	F.O.P.	PCS POLICE	7/21/2023 - 7/5/2024	26	@ \$ 13.85
94023	F.O.P. AD&D	PCS POLICE	7/21/2023 - 7/5/2024	26	@ \$ 16.16
94050	P.A.B.S.E.	INSTRUCTIONAL/ADMIN SUPPORTING SERVICES	8/25/2023 - 5/17/2024 9/1/2023 - 5/24/2024	20 20	@ \$3.00 @ \$1.50
94055	P.A.S.A.	ADMINISTRATORS	8/25/2023 - 5/17/2024	20	@ \$6.00
94060	P.C.E.P.A.	ELEMENTARY PRINCIPALS	8/25/2023	1	@ \$25.00
94065	N.E.A.P.A.C.	SUPPORTING SERVICE (P.E.S.P.A)	4/26/2024	1	@ \$10.00
94065	N.E.A.P.A.C.	INSTRUCTIONAL (P.C.T.A)	5/3/2024	1	@ \$10.00
94025	F.A.S.A.	ADMINISTRATORS	8/25/2023 - 5/17/2024	20	@ \$12.90
94030	F.A.S.A. + N.A.E.S.P.		8/25/2023 - 5/17/2024	20	@ \$24.65
94032	N.A.E.S.P.		8/25/2023 - 5/17/2024	20	@ \$11.75
94035	F.A.S.A. + N.A.S.S.P.		8/25/2023 - 5/17/2024	20	@ \$25.40
94040	F.A.S.A. + A.A.S.A.		8/25/2023 - 5/17/2024	20	@ \$35.90

\* RATES MAY CHANGE DURING THE 2023-2024 FISCAL YEAR

**PINELLAS COUNTY SCHOOLS  
PAYROLL CALENDAR 2023-2024**

**ADMINISTRATIVE/PROFESSIONAL/TECHNICAL  
PAY DATE CALCULATIONS**

**10.5-MONTH INSTRUCTIONAL/ASST PRINCIPAL/PROF/TECHNICAL - PAY TYPE 24, 33, 44**

Bi weekly Pay = Annual Salary ÷ 22.5 Paychecks

1st Paycheck = 80% x biweekly pay (08/11/23)  
21 Paychecks = 21 biweekly pays (08/25/23) - (05/31/24)  
Last Paycheck = Annual - (1st pay + 21 biweekly pays) (06/14/24)

**10.5-MONTH INSTRUCTIONAL/ASSISTANT PRINCIPAL 12-MONTH OPTION - PAY TYPE 28,34**

Bi weekly Pay = Annual Salary ÷ 26.5 Paychecks

1st Paycheck = 80% x biweekly pay (08/11/23)  
21 Paychecks = 21 biweekly pays (08/25/23) - (05/31/24)  
Last Paycheck = Annual - (1st pay + 21 biweekly pays) (06/14/24)  
12-Month Option = 12-month option disbursed over four checks  
(6/14/24, 6/28/24, 7/12/24 and 7/26/24)

**11-MONTH ADMINISTRATIVE/PROFESSIONAL/TECHNICAL - PAY TYPES 35 & 45**

Bi weekly Pay = Annual Salary ÷ 23.5 Paychecks

1st Paycheck = 50% x biweekly pay (07/28/23)  
22 Paychecks = 22 biweekly pays (08/11/23) - (05/31/24)  
Last Paycheck = Annual - (1st pay + 22 biweekly pays) (06/14/24)

**11-MONTH ASSISTANT PRINCIPAL 12-MONTH OPTION - PAY TYPE 36**

Bi weekly Pay = Annual Salary ÷ 25.5 Paychecks

1st Paycheck = 50% x biweekly pay (07/28/23)  
22 Paychecks = 22 biweekly pays (08/11/23) - (05/31/24)  
Last Paycheck = Annual - (1st pay + 22 biweekly pays) (06/14/24)  
12-Month Option = 12-month option disbursed over two checks  
(6/28/24 and 7/12/24)

**11.5- & 12-MONTH ADMINISTRATIVE/PROFESSIONAL/TECHNICAL - PAY TYPES 37, 38, 39 & 47**

Bi weekly Pay = Annual Salary ÷ 26 Paychecks

1st Paycheck = 50% x biweekly pay (07/14/23)  
25 Paychecks = 25 biweekly pays (07/28/23) - (06/28/24)  
Last Paycheck = Annual - (1st Pay + 25 biweekly pays) (07/12/24)

**PINELLAS COUNTY SCHOOLS  
PAYROLL CALENDAR 2023-2024**

**INSTRUCTIONAL  
PAY DATE CALCULATIONS**

**10-MONTH TEACHERS - PAY TYPE 23**

Daily Rate = Annual Salary ÷ 198 Contract Days  
Bi weekly Pay = Annual Salary ÷ 21.7 Paychecks

1st Paycheck = 30% x biweekly pay (08/11/23)  
21 Paychecks = 21 biweekly pays (08/25/23) - (05/31/24)  
Last Paycheck = Annual - (1st Pay + 21 biweekly pays) (06/14/24)

**10-MONTH TEACHERS 12-MONTH OPTION - PAY TYPE 29**

Daily Rate = Annual Salary ÷ 198 Contract Days  
Bi weekly Pay = Annual Salary ÷ 26.7 Paychecks

1st Paycheck = 30% x biweekly pay (08/11/23)  
21 Paychecks = 21 biweekly pays (08/25/23) - (05/31/24)  
Last Paycheck = Annual - (1st Pay + 21 biweekly pays) (06/14/24)  
12-Month Option = 12-month option disbursed over five checks  
(6/14/24, 6/28/24, 7/12/24, 7/26/24 and 8/09/24)

**11.5-MONTH TEACHERS - PAY TYPE 26**

Daily Rate = Annual Salary ÷ 235 Contract Days  
Bi weekly Pay = Annual Salary ÷ 26 Paychecks

1st Paycheck = 50% x biweekly pay (07/14/23)  
25 Paychecks = 25 biweekly pays (07/28/23) - (06/28/24)  
Last Paycheck = Annual - (1st Pay + 25 biweekly pays) (07/12/24)

**12-MONTH TEACHERS - PAY TYPE 27**

Daily Rate = Annual Salary ÷ 247 Contract Days  
Bi weekly Pay = Annual Salary ÷ 26 Paychecks

1st Paycheck = 50% x biweekly pay (07/14/23)  
25 Paychecks = 25 biweekly pays (07/28/23) - (06/28/24)  
Last Paycheck = Annual - (1st Pay + 25 biweekly pays) (07/12/24)



**PINELLAS COUNTY SCHOOLS  
PAYROLL CALENDAR 2023-2024**

**SUPPORTING SERVICES  
PAY DATE CALCULATIONS**

**10-MONTH SUPPORTING SERVICE/PCS POLICE - PAY TYPE 53 & 73**

Annualized Salary = Hours/day x 196 days x hourly rate  
Bi weekly Pay = Annual Salary ÷ 21.7 Paychecks

1st Paycheck = 80% x biweekly pay (08/18/23)  
20 Paychecks = 20 biweekly pays (09/01/23) - (05/24/24)  
Last Paycheck = Annual - (1st Pay + 20 biweekly pays) (06/07/24)

**11-MONTH SUPPORTING SERVICE - PAY TYPES 55, 65 & 75**

Annualized Salary = Hours/day x 218 days x hourly rate  
Bi weekly Pay = Annual Salary ÷ 23.5 Paychecks

1st Paycheck = 100% x biweekly pay (08/04/23)  
22 Paychecks = 22 biweekly pays (08/18/23) - (06/07/24)  
Last Paycheck = Annual - (1st Pay + 22 biweekly pays) (06/21/24)

**11.5-MONTH SUPPORTING SERVICE - PAY TYPE 56**

Annualized Salary = Hours/day x 235 days x hourly rate  
Bi weekly Pay = Annual Salary ÷ 26 Paychecks

1st Paycheck = 100% x biweekly pay (07/21/23)  
25 Paychecks = 25 biweekly pays (08/04/23) - (06/21/24)  
Last Paycheck = Annual - (1st Pay + 25 biweekly pays) (07/05/24)

**12-MONTH SUPPORTING SERVICE/PCS POLICE - PAY TYPES 57, 67 & 77**

Annualized Salary = Hours/day x 247 days x hourly rate  
Bi weekly Pay = Annual Salary ÷ 26 Paychecks

1st Paycheck = 100% x biweekly pay (07/21/23)  
25 Paychecks = 25 biweekly pays (08/04/23) - (06/21/24)  
Last Paycheck = Annual - (1st Pay + 25 biweekly pays) (07/05/24)

**PINELLAS COUNTY SCHOOLS  
PAYROLL CALENDAR 2023-2024**

**SUPPORTING SERVICES  
PAY DATE CALCULATIONS**

**BUS DRIVERS - PAY TYPES 81, 82 & 85**

Annualized Salary = Hours/day x 192 days x hourly rate  
Bi weekly Pay = Annual Salary ÷ 21.6 Paychecks

1st Paycheck = 80% x biweekly pay (08/18/23)  
20 Paychecks = 20 biweekly pays (09/01/23) - (05/24/24)  
Last Paycheck = Annual - (1st Pay + 20 biweekly pays) (06/07/24)

**FOOD SERVICE ASSISTANTS - PAY TYPE 61**

Annualized Salary = Hours/day x 193 days x hourly rate  
Bi weekly Pay = Annual Salary ÷ 21.4 Paychecks

1st Paycheck = 50% x biweekly pay (08/18/23)  
20 Paychecks = 20 biweekly pays (09/01/23) - (05/24/24)  
Last Paycheck = Annual - (1st Pay + 20 biweekly pays) (06/07/24)

**FOOD SERVICE MANAGERS - PAY TYPE 63**

Annualized Salary = Hours/day x 196 days x hourly rate  
Bi weekly Pay = Annual Salary ÷ 21.7 Paychecks

1st Paycheck = 80% x biweekly pay (08/18/23)  
20 Paychecks = 20 biweekly pays (09/01/23) - (05/24/24)  
Last Paycheck = Annual - (1st Pay + 20 biweekly pays) (06/07/24)