



February 8, 2024

Pay Date Friday, 2/16/24

Pay Period 1/27-2/9/24

Rosters are Due
Tuesday, 2/6/24

As a reminder, when approving hours in SAP, please ensure that you change the Reporting Period to OTHER PERIOD and enter the dates 7/1/23 through the end of the payroll period in order to capture everything from the beginning of the school year.

Please remember to review and approve your rosters. Send to the following email address PayrollReports@duvalschools.org
Approving the roster does NOT constitute the Payroll Department approving multiple assignments and LWOP hours. The principal and supervisors are still responsible for approving any hours in SAP and leave hours in ESS.

As a reminder, February 29, 2024, will be the LAST accrual for 10 and 11-month full time employees.

The last day for 2023 W2 re-prints at no charge is February 23, 2024. All requests must be in the Payroll office by close of business that day. Any request received after February 23, 2024 will be charged a \$5 re-print fee.

The below link is for important Payroll calendars and information.
<https://dcps.duvalschools.org/page/10233>

Use the below link to see who your payroll tech is by clicking on the "Payroll Org Chart by RC"
<https://dcps.duvalschools.org/Page/10236>