

2024 - 2025 Payroll Schedule

CHECK #	PAY DATE	DAY OF THE WEEK	NOTES	PERIOD COVERED (SALARY EMPLOYEES)	PERIOD COVERED (TIMESHEETS & SUBSTITUTES)	PAPER TIMESHEETS	ELECTRONIC TIMESHEET APPROVAL EMPLOYEE	ELECTRONIC TIMESHEET APPROVAL 1ST LEVEL SUPRV	ELECTRONIC TIMESHEET APPROVAL 2ND LEVEL SUPRV
						(& Sub Reports) DUE DATE TO PAYROLL BY 4:00 PM			
1	July 15th, 2024	Monday		07/01/24 - 07/15/24	06/16/24 - 06/30/24	07/03/24	07/02/24	07/05/24	07/09/24
2	July 30th, 2024	Tuesday		07/16/24 - 07/31/24	07/01/24 - 07/15/24	07/19/24	07/18/24	07/22/24	07/24/24
3	Aug 15th, 2024	Thursday		08/01/24 - 08/15/24	07/16/24 - 07/31/24	08/06/24	08/05/24	08/07/24	08/09/24
4	Aug 30th, 2024	Friday		08/16/24 - 08/31/24	08/01/24 - 08/15/24	08/21/24	08/20/24	08/22/24	08/26/24
*	Sep 13th, 2024	Friday	15th on Sun.	09/01/24 - 09/15/24	08/16/24 - 08/31/24	09/04/24	09/03/24	09/05/24	09/09/24
6	Sep 30th, 2024	Monday		09/16/24 - 09/30/24	09/01/24 - 09/15/24	09/19/24	09/18/24	09/20/24	09/24/24
7	Oct 15th, 2024	Tuesday		10/01/24 - 10/15/24	09/16/24 - 09/30/24	10/03/24	10/02/24	10/04/24	10/08/24
8	Oct 30th, 2024	Wednesday		10/16/24 - 10/31/24	10/01/24 - 10/15/24	10/21/24	10/18/24	10/22/24	10/24/24
9	Nov 15th, 2024	Friday		11/01/24 - 11/15/24	10/16/24 - 10/31/24	11/05/24	11/04/24	11/06/24	11/08/24
10	Nov 27th, 2024	Wednesday	30th on Sat., 28 & 29 Holiday	11/16/24 - 11/30/24	11/01/24 - 11/15/24	11/18/24	11/18/24	11/19/24	11/21/24
11	Dec 13th, 2024	Friday	15th on Sun.	12/01/24 - 12/15/24	11/16/24 - 11/30/24	12/04/24	12/03/24	12/05/24	12/09/24
12	Dec 30th, 2024	Monday		12/16/24 - 12/31/24	12/01/24 - 12/15/24	12/18/24	12/17/24	12/19/24	12/23/24
13	Jan 15th, 2025	Wednesday		01/01/25 - 01/15/25	12/16/24 - 12/31/24	01/06/25	01/03/25	01/07/25	01/09/25
14	Jan 30th, 2025	Thursday		01/16/25 - 01/31/25	01/01/25 - 01/15/25	01/21/25	01/17/25	01/22/25	01/24/25
15	Feb 14th, 2025	Friday	15th on Sat.	02/01/25 - 02/15/25	01/16/25 - 01/31/25	02/05/25	02/04/25	02/06/25	02/10/25
16	Feb 28th, 2025	Friday		02/16/25 - 02/28/25	02/01/25 - 02/15/25	02/19/25	02/18/25	02/20/25	02/24/25
17	Mar 14th, 2025	Friday	15th on Sat.	03/01/25 - 03/15/25	02/16/25 - 02/28/25	03/05/25	03/04/25	03/06/25	03/10/25
18	Mar 28th, 2025	Friday	30th on Sun.	03/16/25 - 03/31/25	03/01/25 - 03/15/25	03/19/25	03/18/25	03/20/25	03/24/25
19	Apr 15th, 2025	Tuesday		04/01/25 - 04/15/25	03/16/25 - 03/31/25	04/04/25	04/03/25	04/07/25	04/09/25
20	Apr 30th, 2025	Wednesday		04/16/25 - 04/30/25	04/01/25 - 04/15/25	04/21/25	04/17/25	04/22/25	04/24/25
21	May 15th, 2025	Thursday		05/01/25 - 05/15/25	04/16/25 - 04/30/25	05/06/25	05/05/25	05/07/25	05/09/25
22	May 30th, 2025	Friday		05/16/25 - 05/31/25	05/01/25 - 05/15/25	05/20/25	05/19/25	05/21/25	05/23/25
23	June 13th, 2025	Friday	15th on Sun.	06/01/25 - 06/15/25	05/16/25 - 05/31/25	06/04/25	06/03/25	06/05/25	06/09/25
**	June 30th, 2025	Monday		06/16/25 - 06/30/25	06/01/25 - 06/15/25	06/18/25	06/17/25	06/20/25	06/24/25
1	July 15th, 2025	Tuesday		07/01/25 - 07/15/25	06/16/25 - 06/30/25	07/03/25	07/02/25	07/07/25	07/09/25

* Teacher's First Pay (1/20th of Annual Salary)

** Final Pay for 10 mo. and 12 mo. employees. The balloon payment will also be made on this date.

<Note> Checks are delivered to work sites on Pay Date