

2024-2025 Payroll Schedule

PAY DATE		Weeks Processed		
September	13	8/18-8/24	8/25-8/31	
September	30	9/1-9/7	9/8-9/14	
October	15	9/15-9/21	9/22-9/28	
October	30	9/29-10/5	10/6-10/12	
November	13	10/13-10/19	10/20-10/26	
November	22	10/27-11/2	11/3 -11/9	
December	11	11/10-11/16	11/17-11/23	
December	20	11/24-11/30	12/1-12/7	
January	15	12/8-12/14	12/15-12/21	
January	30	12/22-12/28	12/29-1/4	1/5-1/11
February	13	1/12-1/18	1/19-1/25	
February	28	1/26-2/1	2/2-2/8	
March	14	2/9-2/15	2/16-2/22	2/23-3/1
March	28	3/2-3/8		
April	13	3/9-3/15	3/16-3/22	3/23-3/29
April	30	3/30-4/5	4/6-4/12	
May	15	4/13-4/19	4/20-4/26	
May	30	4/27-5/3	5/4-5/10	
June	13	5/11-5/17	5/18-5/24	5/25-5/31
June	30	6/1-6/7	6/8-6/14	
July	15	6/15-6/21	6/22-6/28	
July	30	6/29-7/5	7/6-7/12	
August	15	7/13-7/19	7/20-7/26	
August	29	7/27-8/2	8/3-8/9	8/10-8/16

Dates for weeks processed are subject to change due to unforeseen delays during the pay process.

CLOCKABLE EMPLOYEES MUST ENSURE THAT ALL WORK HOURS AND ABSENCES ARE POSTED AND VERIFIED IN TIME CLOCK AND SMARTFIND DAILY.

NON-CLOCKABLE EMPLOYEES MUST ENSURE THAT ALL ABSENCES ARE POSTED & VERIFIED IN SMARTFIND DAILY. PLEASE KEEP IN MIND THAT SUBS WILL NOT BE PAID IF THEY ARE NOT ATTACHED TO AN ABSENCE OR VACANCY LISTED IN SMARTFIND.

Missing TimeClock hours and Smartfind Absences must be submitted using a Correction Form that must be signed and approved by your Principal. Inform your Campus Secretary IMMEDIATELY regarding errors to ensure the form is submitted to the payroll department as soon as possible. Corrections may be delayed due to payroll deadlines. Please review your next two emailed paystubs to ensure the correction has been processed.

The processing of PAPER TIME SHEETS may be delayed due to payroll deadlines and the date they were received by the payroll department. OVERTIME, EXTRA DUTY, ABSENCES AND SUB PAY that are not SUBMITTED AND VERIFIED in TimeClock and Smartfind are not included on the Payroll reports used to process pay.

If you believe you are missing pay on your check please compare your TimeClock hours with the above scheduled processing dates to be sure the date in question is included in the date range processed. If you still believe you are missing pay, please review your next emailed paystub PRIOR to contacting payroll by email at payroll@princetonisd.net with questions.