

# 2024-2025 SUBSTITUTE Payroll Calendar

Pay Date	Dates Covered	Payroll Cutoff Date
September 10, 2024	August 2024	September 4, 2024
October 10, 2024	September 2024	October 2, 2024
November 8, 2024	October 2024	November 4, 2024
December 10, 2024	November 2024	December 3, 2024
January 10, 2025	December 2024	January 6, 2025
February 10, 2025	January 2025	February 4, 2025
March 10, 2025	February 2025	March 4, 2025
April 10, 2025	March 2025	April 2, 2025
May 9, 2025	April 2025	May 2, 2025
June 10, 2025	May 2025	June 3, 2025

Sub tracking must be imported every Wednesday by noon for the previous week.

The only exception is for the last week of the month, those dates must be imported by noon on the Payroll Cutoff Date listed above.