

## Payroll Timelines - FY2025

Building/Department Packets Due	Period Start	Period End	Pay Date
June 25th	June 6th	June 20th	July 5th
July 10th	June 21st	July 5th	July 19th
July 24th	July 6th	July 20th	August 5th
August 8th	July 21st	August 5th	August 20th
August 23rd	August 6th	August 20th	September 5th
September 10th	August 21st	September 5th	September 20th
September 25th	September 6th	September 20th	October 4th
October 9th	September 21st	October 5th	October 18th
October 23rd	October 6th	October 20th	November 5th
November 8th	October 21st	November 5th	November 20th
November 25th	November 6th	November 20th	December 5th
December 10th	November 21st	December 5th	December 20th
December 20th	December 6th	December 20th	January 3rd
January 8th	December 21st	January 5th	January 17th
January 22nd	January 6th	January 20th	February 5th
February 10th	January 21st	February 5th	February 20th
February 25th	February 6th	February 20th	March 5th
March 10th	February 21st	March 5th	March 20th
March 25th	March 6th	March 20th	April 4th
April 9th	March 21st	April 5th	April 18th
April 23rd	April 6th	April 20th	May 5th
May 8th	April 21st	May 5th	May 20th
May 22nd	May 6th	May 20th	June 5th
June 10th	May 21st	June 5th	June 20th
June 25th	June 6th	June 20th	July 3rd
July 9th	June 21st	July 5th	July 18th
July 23rd	July 6th	July 20th	August 5th
August 8th	July 21st	August 5th	August 20th

**\*Buildings' or Departments' Administrators should establish the timeline for employees to submit timesheets to accommodate the payroll timelines\***

### Important Dates

	Date	Calendar Year
First Pay for FY25 Contract: Exempt/260 LSSA	July 5th	2024
First Pay for FY25 Contract: Admin/227 LSSA	August 5th	2024
First Pay for FY25 Contract: LEA/under 260 LSSA	September 5th	2024
Benefits Open Enrollment	TBD	2024
Fall Athletic and Extracurricular Supplementals	November 5th	2024
New Benefit deductions Begin (except HSA, FSA, Dependent Care, Casual for a Cause)	December 5th	2024
Annual Supplementals 1st Payment	December 5th	2024
New Enrollment HSA, FSA, Dependent Care, Casual for a Cause deductions Begin	January 3rd	2025
Winter Athletic and Extracurricular Supplementals	February 20th	2025
Annual Supplementals 2nd Payment	May 20th	2025
Spring Athletic and Extracurricular Supplementals	May 20th	2025
Last Pay LSSA Employees 4 hours or less	June 20th	2025
Last Pay for FY25 Contract: Exempt/260 LSSA	June 20th	2025
Last Pay for FY25 Contract: Admin	July 18th	2025
Last Pay for FY25 Contract: LEA/under 260 LSSA	August 20th	2025