

2024 Payday Schedule

Pay Period Begin Date	Pay Period End Date	Pay Day	Run ID	Insurance**	Dues**	Pay, Deduction, & Benefit Notes**
(Saturday)	(Friday)	(Friday)	<i>Payroll Use Only</i>	<i>See Notes Below</i>		(subject to change)
12/16/23	12/29/23	01/12/24	2401	Yes	No	-Summer deductions for Jul-Sept insurance start on 10M EEs EA/TA/NS -Winter break pay 12/19-12/23 ***
12/30/23	01/12/24	01/26/24	2402	Yes	Yes	
01/13/24	01/26/24	02/09/24	2403	Yes	No	1 st semester teacher extracurricular pay***
01/27/24	02/09/24	02/23/24	2404	Yes	Yes	
02/10/24	02/23/24	03/08/24	2405	Yes	No	
02/24/24	03/08/24	03/22/24	2406	Yes	Yes	
03/09/24	03/22/24	04/05/24	2407	Yes	No	
03/23/24	04/05/24	04/19/24	2408	Yes	Yes	
04/06/24	04/19/24	05/03/24	2409	Yes	No	EA/TA/NS spring break pay 4/8-4/12 ***
04/20/24	05/03/24	05/17/24	2410	Yes	Yes	
05/04/24	05/17/24	05/31/24	2411	No	No	3rd payday of month – no ins or flex credits
05/18/24	05/31/24	06/14/24	2412	Yes	No	Crossroads TA/NS spring break pay 5/20-5/24
06/01/24	06/14/24	06/28/24	2413	Yes	Yes	2 nd semester teacher extracurricular pay***
06/15/24	06/28/24	07/12/24	2414	12m only	No	23-24 Summer pay refund
06/29/24	07/12/24	07/26/24	2415	12m only	Yes	23-24 Summer pay refund
07/13/24	07/26/24	08/09/24	2416	12m only	No	23-24 Summer pay refund
07/27/24	08/09/24	08/23/24	2417	12m only	Yes	23-24 Summer pay refund
08/10/24	08/23/24	09/06/24	2418	12m only	No	23-24 Summer pay refund
08/24/24	09/06/24	09/20/24	2419	12m only	Yes	2024-25 Summer pay deductions start up
09/07/24	09/20/24	10/04/24	2420	Yes	No	
09/21/24	10/04/24	10/18/24	2421	Yes	Yes	
10/05/24	10/18/24	11/01/24	2422	Yes	No	
10/19/24	11/01/24	11/15/24	2423	Yes	Yes	
11/02/24	11/15/24	11/29/24	2424	No	No	3rd payday of month – no ins or flex credits
11/16/24	11/29/24	12/13/24	2425	Yes	No	
11/30/24	12/13/24	12/27/24	2426	Yes	No	

IMPORTANT NOTES:

*Pay period reflects all hours included on the applicable payday. Time worked/absent should still be submitted weekly on Fridays. Supervisors must approve time by no later than the following Thursday each week. Late timesheets in any format may result in delayed pay. Off Cycle checks are only generated on payday Friday and the Wednesday of non-payroll week, and only when specific criteria is met related to the type/amount and reason for missing pay. It is the employee's responsibility to notify payroll as soon as possible if they believe they are missing pay on their paycheck.

**Deductions: Union dues for teachers, EAs, TAs, Nutrition Services, and School/Community Professionals are taken each payroll. All other groups have dues taken once a month. (See "Dues" column for which paydays). Paydays with a "No" in the "Insurance" column do not have insurance or flex credits (but they do have flexible spending and HSA deductions taken.) 10M employees do not have many deductions including insurance taken during July, August, or September.

***Refer to collective bargaining agreement for non-duty break pay eligibility. Extracurricular pay for teachers must be submitted to payroll by the building clerks on or before the timecard deadline for that pay period.

Paycheck data is available to employees on THURSDAY of payroll week.