

ROSEBURG PUBLIC SCHOOLS
Roseburg, Oregon

May 15, 2024

2024-2025 PAYROLL

CUT-OFF DATES AND PAYDAYS

Payroll cut-off dates are used to process payroll changes, pay extra hours worked and to post absences for leave balances.

- **PAYROLL CHANGES:** All changes such as direct deposit, tax withholding, and other deductions, including health savings accounts and tax-sheltered annuities **must** be received by the payroll cut-off date to be processed on the month end payroll.
- **EXTRA HOURS:** All supplemental hours, overtime hours, **must** be turned in by the cut-off date to be processed on the monthly payroll.
- **LEAVE:** All leave will be posted through the payroll cut-off date for the current month end payroll.

Items received after the payroll cut-off date will be processed on a case-by-case basis.

Cut Off Date	Payday	Notes:
Monday, July 15, 2024	Wednesday, July 31, 2024	
Wednesday, August 14, 2024	Friday, August 30, 2024	
Thursday, September 12, 2024	Monday, September 30, 2024	
Wednesday, October 16, 2024	Thursday, October 31, 2024	
Tuesday, November 12, 2024	Tuesday, November 26, 2024	
Thursday, December 5, 2024	Friday, December 20, 2024	Early payday due to holiday/vacation
Wednesday, January 15, 2025	Friday, January 31, 2025	
Thursday, February 13, 2025	Friday, February 28, 2025	
Monday, March 17, 2025	Monday, March 31, 2025	
Wednesday, April 16, 2025	Wednesday, April 30, 2025	
Thursday, May 15, 2025	Friday, May 30, 2025	
Monday, June 2, 2025	Thursday, June 12, 2025	<u>Licensed Staff only</u> - June payment
Thursday, June 12, 2025	Monday, June 30, 2025	All others receive June payment
		Less than 12 month Employees: Also receive July or July & August payments (depending on payment plan)