

## SAUGERTIES CENTRAL SCHOOLS

### Payroll Dates for 2024-2025 School Year

The Business Office will generally issue paychecks on the following dates. However, unforeseen circumstances such as Snow days, computer problems, etc. may interfere with this schedule. Twelve-month employees will receive 25 full and 2 half checks; Eleven-month employees will receive 22 full and 2 half checks; Ten-month employees will receive 20 full checks and 2 half checks.

| PAYROLL DATES      |  | CLOSING DATE       | PAID THRU DATE     |
|--------------------|--|--------------------|--------------------|
| July 3, 2024       | ½ Pay for 12-month employees, hourly & Guidance (per diem) | June 28, 2024      | July 6, 2024       |
| July 19, 2024      | Full pay for 12 month employees, hourly & Guidance         | July 12, 2024      | July 20, 2024      |
| August 2, 2024     | Full pay for 12 month employees, hourly & Guidance         | July 26, 2024      | August 3, 2024     |
| August 16, 2024    | Full pay for 11/12 month employees, hourly & Guidance      | August 9, 2024     | August 17, 2024    |
| August 30, 2024    | Full pay for 11/12 month employees, hourly & Guidance      | August 23, 2024    | August 31, 2024    |
| September 13, 2024 | Full Pay for all employees                                 | September 6, 2024  | September 14, 2024 |
| September 27, 2024 |  | September 20, 2024 | September 28, 2024 |
| October 11, 2024   |  | October 4, 2024    | October 12, 2024   |
| October 25, 2024   |  | October 18, 2024   | October 26, 2024   |
| November 8, 2024   |  | November 1, 2024   | November 9, 2024   |
| November 22, 2024  |  | November 15, 2024  | November 23, 2024  |
| December 6, 2024   |  | November 29, 2024  | December 7, 2024   |
| December 20, 2024  |  | December 13, 2024  | December 21, 2024  |
| January 3, 2025    |  | December 27, 2024  | January 4, 2025    |
| January 17, 2025   |  | January 10, 2025   | January 18, 2025   |
| January 31, 2025   |  | January 24, 2025   | February 1, 2025   |
| February 14, 2025  |  | February 7, 2025   | February 15, 2025  |
| February 28, 2025  |  | February 21, 2025  | March 1, 2025      |
| March 14, 2025     |  | March 7, 2025      | March 15, 2025     |
| March 28, 2025     |  | March 21, 2025     | March 29, 2025     |
| April 11, 2025     |  | April 4, 2025      | April 12, 2025     |
| April 25, 2025     |  | April 18, 2025     | April 26, 2025     |
| May 9, 2025        |  | May 2, 2025        | May 10, 2025       |
| May 23, 2025       |  | May 16, 2025       | May 24, 2025       |
| June 6, 2025       |  | May 30, 2025       | June 7, 2025       |
| June 20, 2025      | Full pay for 12-month, ½ Pay for 10 month employees        | June 13, 2025      | June 21, 2025      |
| June 27, 2025      | ½ Pay for all employees                                    | June 20, 2025      | June 28, 2025      |

\* Timesheets for overtime, hourly, daily, and substitute work, etc., must be submitted to the Payroll Clerk by 1:00 p.m. on the date indicated in order to be processed for the corresponding payroll. Timecards must be submitted to the Payroll Clerk by 12:00 noon on Monday.

\*\* Salaried employees are paid for the one-week/two-week period preceding the Paid Thru Date. Hourly/per diem employees are paid for the one-week/two-week period one week prior to the Paid Thru Date.

\*\*\* Timecard cycle is from Sunday through Saturday.

\*\*\*\* Paychecks can be picked up at the Business Office from 8:00 AM to 12:00 PM on days that school is not in session. Any checks not picked up by 12:00 PM will be mailed.

\*\*\*\*\* Paycheck pickup hours on Snow days are subject to change and checks could be mailed.