

**SCHOOL DISTRICT OF ONALASKA
2024-2025 PAYCHECK SCHEDULE**

**Fiscal year:
2024-2025**

CHECK DATE	PAY REQUESTS DUE by NOON	Check date is for work completed:			260 Cont	21 Pays	26 Pays
07/05/24	06/26/24	6/9	6/22	2024	1		
07/19/24	07/10/24	6/23	7/6	2024	2		
08/02/24	07/24/24	7/7	7/20	2024	3		
08/16/24	08/07/24	7/21	8/3	2024	4		
08/30/24	08/21/24	8/4	8/17	2024	5		
09/13/24	09/04/24	8/18	8/31	2024	6	1	1
09/27/24	09/18/24	9/1	9/14	2024	7	2	2
10/11/24	10/02/24	9/15	9/28	2024	8	3	3
10/25/24	10/16/24	9/29	10/12	2024	9	4	4
11/08/24	10/30/24	10/13	10/26	2024	10	5	5
11/22/24	11/13/24	10/27	11/9	2024	11	6	6
12/06/24	11/27/24	11/10	11/23	2024	12	7	7
12/20/24	12/11/24	11/24	12/7	2024	13	8	8
01/03/25	12/25/24	12/8	12/21	2024	14	9	9
01/17/25	01/08/25	12/22	1/4	24/25	15	10	10
01/31/25	01/22/25	1/5	1/18	2025	16	11	11
02/14/25	02/05/25	1/19	2/1	2025	17	12	12
02/28/25	02/19/25	2/2	2/15	2025	18	13	13
03/14/25	03/05/25	2/16	3/1	2025	19	14	14
03/28/25	03/19/25	3/2	3/15	2025	20	15	15
04/11/25	04/02/25	3/16	3/29	2025	21	16	16
04/25/25	04/16/25	3/30	4/12	2025	22	17	17
05/09/25	04/30/25	4/13	4/26	2025	23	18	18
05/23/25	05/14/25	4/27	5/10	2025	24	19	19
06/06/25	05/28/25	5/11	5/24	2025	25	20	20
06/20/25	06/11/25	5/25	6/7	2025	26	21	21
07/04/25	06/25/25	6/8	6/21	2025			22
07/18/25	07/09/25	6/22	7/5	2025			23
08/01/25	07/23/25	7/6	7/19	2025			24
08/15/25	08/06/25	7/20	8/2	2025			25
08/29/25	08/20/25	8/3	8/16	2025			26
					25-26 school year		

Teachers electing payment over 12 months (26 equal installments):

First check: September 13, 2024
Last check: August 29, 2025

Teachers electing payment over 10 months (21 pays):

First check: September 13, 2024
Last check: June 20, 2025

Contracted Administrators, Directors, and Mid-Level Managers: Contract will be paid over 26 equal installments:

First check: July 5, 2024
Last check: June 20, 2025

If an employee listed above would have an unpaid day, that day will be docked from the next check.

All regular hourly employees shall submit their TrueTime time sheets weekly after their last day worked and when all benefit time has been approved and is showing on their time sheet. All hourly employees will receive a paycheck for hours worked within the dates listed for that paycheck.

The monthly employee deduction for insurance will be divided between 2 paychecks so the amounts from the 2 checks will equal the monthly employee portion. Insurance premiums will not be taken on the 3rd paycheck of any given month unless to make necessary adjustments.

Coaching contracts payments 2nd payroll of the mo.

All extra pay time sheets (Curriculum, Co-curricular Event Pay, Extra Pay, Hourly Coaches, Noon Hour, Other, Security, ETC, must be approved by admin and sent to payroll by **Wednesday noon** of the corresponding payroll. See above for dates. If any questions, please contact the Payroll Dept.