

FY 2024/2025 PAYROLL SCHEDULE

Reporting Period	Pay Date
June 8 - June 28	July 15, 2024*
June 29 - July 12	July 31, 2024*
July 13 - July 26	August 15, 2024*
July 27 - August 9	August 30, 2024
August 10 - August 23	September 13, 2024
August 24 - September 6	September 30, 2024
September 7 - September 20	October 15, 2024
September 21 - October 11	October 31, 2024
October 12 - October 25	November 15, 2024
October 26 - November 8	November 26, 2024
November 9 - November 22	December 13, 2024
November 23 - December 6	December 20, 2024
December 7 - December 27	January 15, 2025
December 28 - January 10	January 31, 2025
January 11 - January 24	February 14, 2025
January 25 - February 7	February 28, 2025
February 8 - February 21	March 14, 2025
February 22 - March 7	March 31, 2025
March 8 - March 21	April 15, 2025
March 22 - April 11	April 30, 2025
April 12 - April 25	May 15, 2025
April 26 - May 9	May 30, 2025
May 10 - May 23	June 13, 2025
May 24 - June 6	June 30, 2025
June 7 - June 27	7/15/2025*
June 28 - July 11	7/31/2025*
July 12 - July 25	8/15/2025*

12-month employees paycheck dates: July 15, 2024 – June 30, 2025
 Less than 12-month employees paycheck dates: August 30, 2024 – August 15, 2025

* Pay Dates denotes Summer pay checks

Highlighted Reporting Period date range denotes 3 week payroll reporting periods.

Bold Print Pay Dates denotes exceptions to the 15th and last day of the month pay date schedule due to holiday office closures. All other pay dates reflect the actual date unless the pay date falls on a weekend or holiday.

Insurance premiums will be deducted based on the beginning and end dates of your pay cycle and on the number of days worked.

Note: All salaries are annualized. The reporting periods listed are used as cut-off dates for reporting absences, docked days, overtime, stipends, ESS and compensating substitute employees. If employee resigns/retires, then salary calculation will be completed to determine final paycheck date/amount. Reporting periods and/or pay dates are subject to change as necessary to allow for holidays and/or other scheduled breaks.

STAFF CONTACT: Rodney Jackson, Director of Finance 381-4141

Related Policies: 03.121, 03.221