

SERVICE REPORT DATES FOR 2024-2025

★ALL SERVICE REPORTS ARE DUE AT CENTRAL OFFICE BY 10:00 AM★

Below is a schedule of service report dates, dates due at central office, and pay dates. Pay periods run from Sunday through Saturday, with the exception of the first July pay period and last June pay period.

Extra duty service for all employees must be recorded on the time sheet during the pay period the extra duty occurs.

SERVICE REPORTS DATES	DATES DUE – CO	PAY DATE
JULY 1 – JULY 6	JULY 8	JULY 15
JULY 7 – JULY 20	JULY 22	JULY 30
JULY 21 – AUGUST 3	AUGUST 5	AUGUST 15
AUGUST 4 – AUGUST 17	AUGUST 19	AUGUST 30
AUGUST 18 – AUGUST 31	SEPTEMBER 3	SEPTEMBER 13
SEPTEMBER 1 – SEPTEMBER 14	SEPTEMBER 16	SEPTEMBER 30
SEPTEMBER 15 – SEPTEMBER 28	SEPTEMBER 30	OCTOBER 15
SEPTEMBER 29 – OCTOBER 19	OCTOBER 21	OCTOBER 30
OCTOBER 20 – NOVEMBER 2	NOVEMBER 4	NOVEMBER 15
NOVEMBER 3 – NOVEMBER 16	NOVEMBER 18	NOVEMBER 29
NOVEMBER 17 – NOVEMBER 30	DECEMBER 2	DECEMBER 13
DECEMBER 1 – DECEMBER 14	DECEMBER 16	DECEMBER 30
DECEMBER 15 – JANUARY 4	JANUARY 6	JANUARY 15
JANUARY 5 – JANUARY 18	JANUARY 20	JANUARY 30
JANUARY 19 – FEBRUARY 1	FEBRUARY 3	FEBRUARY 14
FEBRUARY 2 – FEBRUARY 15	FEBRUARY 17	FEBRUARY 28
FEBRUARY 16 - MARCH 1	MARCH 3	MARCH 14
MARCH 2 – MARCH 15	MARCH 17	MARCH 28
MARCH 16 – MARCH 29	MARCH 31	APRIL 15
MARCH 30 – APRIL 19	APRIL 21	APRIL 30
APRIL 20 – MAY 3	MAY 5	MAY 15
MAY 4 – MAY 17	MAY 19	MAY 30
MAY 18 – MAY 31	JUNE 2	JUNE 13
JUNE 1 – JUNE 30 *record time thru last day of the month	JUNE 16	JUNE 30

***This includes summer school, summer camps, summer workers, and any extra duty before July 1.**

SUMMER CHECKS WILL BE PAID ON JUNE 25 (For July 15) June 26 (For July 30) June 27 (For Aug 15)