

10 Month Personnel
(Teachers/Nurses/Social Workers/TA)
Payroll Processing Calendar
2024 - 2025

Pay #	Regular Contract Pay Schedule			Extra Duties/Activities Pay Schedule	
	Pay Date	Pay Period		Timesheet Approval Due	Pay Date
1	8/15/2024	8/1/2024	8/15/2024		
2	8/30/2024	8/16/2024	8/31/2024	9/4/2024	9/13/2024
3	9/13/2024	9/1/2024	9/15/2024	9/17/2024	9/30/2024
4	9/30/2024	9/16/2024	9/30/2024	10/2/2024	10/15/2024
5	10/15/2024	10/1/2024	10/15/2024	10/17/2024	10/31/2024
6	10/31/2024	10/16/2024	10/31/2024	11/6/2024	11/15/2024
7	11/15/2024	11/1/2024	11/15/2024	11/19/2024	11/29/2024
8	11/29/2024	11/16/2024	11/30/2024	12/3/2024	12/13/2024
9	12/13/2024	12/1/2024	12/15/2024	12/16/2024	12/31/2024
10	12/31/2024	12/16/2024	12/31/2024	1/6/2025	1/15/2025
11	1/15/2025	1/1/2025	1/15/2025	1/17/2025	1/31/2025
12	1/31/2025	1/16/2025	1/31/2025	2/4/2025	2/14/2025
13	2/14/2025	2/1/2025	2/15/2025	2/18/2025	2/28/2025
14	2/28/2025	2/16/2025	2/28/2025	3/4/2025	3/14/2025
15	3/14/2025	3/1/2025	3/15/2025	3/24/2025	3/31/2025
16	3/31/2025	3/16/2025	3/31/2025	4/2/2025	4/15/2025
17	4/15/2025	4/1/2025	4/15/2025	4/17/2025	4/30/2025
18	4/30/2025	4/16/2025	4/30/2025	5/2/2025	5/15/2025
19	5/15/2025	5/1/2025	5/15/2025	5/19/2025	5/30/2025
20	5/30/2025	5/16/2025	5/31/2025	6/3/2025	6/13/2025
21	6/13/2025	6/1/2025	6/15/2025	6/17/2025	6/30/2025
22	6/30/2025	6/16/2025	6/30/2025	7/2/2025	7/15/2025
23	6/30/2025	6/16/2025	6/30/2025		
24	6/30/2025	6/16/2025	6/30/2025		

TIMESHEETS DUE BY 10:00am ON THE DATE SPECIFIED

11 Month Personnel

(Assistant Principals/Office Professionals/Facilitators)

Payroll Processing Calendar

2024 - 2025

Pay #	Regular Salary (Salary Divided Equally over 24 pay)				Extra/OT Hours/Extra Activities Pay Schedule		
	Pay Date	Pay Period		Veritime - Timesheet Approval Due	Extra/OT Work Period FULL WEEKS SUN - SAT		Paid
1	7/31/2024	7/16/2024	7/31/2024	8/2/2024			
2	8/15/2024	8/1/2024	8/15/2024	8/19/2024	7/9/2023	7/22/2023	8/15/2023
3	8/30/2024	8/16/2024	8/31/2024	9/4/2024	7/23/2023	8/5/2023	8/31/2023
4	9/13/2024	9/1/2024	9/15/2024	9/17/2024	8/6/2023	8/19/2023	9/15/2023
5	9/30/2024	9/16/2024	9/30/2024	10/2/2024	8/20/2023	9/2/2023	9/29/2023
6	10/15/2024	10/1/2024	10/15/2024	10/17/2024	9/3/2023	9/23/2023	10/13/2023
7	10/31/2024	10/16/2024	10/31/2024	11/4/2024	9/24/2023	10/7/2023	10/31/2023
8	11/15/2024	11/1/2024	11/15/2024	11/19/2024	10/8/2023	10/21/2023	11/15/2023
9	11/29/2024	11/16/2024	11/30/2024	12/3/2024	10/22/2023	11/4/2023	11/30/2023
10	12/13/2024	12/1/2024	12/15/2024	12/16/2024	11/5/2023	11/18/2023	12/15/2023
11	12/31/2024	12/16/2024	12/31/2024	1/6/2025	11/19/2023	12/2/2023	12/29/2023
12	1/15/2025	1/1/2025	1/15/2025	1/17/2025	12/3/2023	12/23/2023	1/12/2024
13	1/31/2025	1/16/2025	1/31/2025	2/4/2025	12/24/2023	1/6/2024	1/31/2024
14	2/14/2025	2/1/2025	2/15/2025	2/18/2025	1/7/2024	1/20/2024	2/15/2024
15	2/28/2025	2/16/2025	2/28/2025	3/4/2025	1/21/2024	2/3/2024	2/29/2024
16	3/14/2025	3/1/2025	3/15/2025	3/24/2025	2/4/2024	2/17/2024	3/15/2024
17	3/31/2025	3/16/2025	3/31/2025	4/2/2025	2/18/2024	3/2/2024	3/29/2024
18	4/15/2025	4/1/2025	4/15/2025	4/17/2025	3/3/2024	3/23/2024	4/15/2024
19	4/30/2025	4/16/2025	4/30/2025	5/2/2025	3/24/2024	4/6/2024	4/30/2024
20	5/15/2025	5/1/2025	5/15/2025	5/19/2025	4/7/2024	4/20/2024	5/15/2024
21	5/30/2025	5/16/2025	5/31/2025	6/3/2025	4/21/2024	5/4/2024	5/31/2024
22	6/13/2025	6/1/2025	6/15/2025	6/17/2025	5/5/2024	5/18/2024	6/14/2024
23	6/30/2025	6/16/2025	6/20/2025	7/2/2025	5/19/2024	6/8/2024	6/28/2024
24	6/30/2024	6/16/2025	6/20/2025	7/2/2025	6/9/2024	6/30/2024	6/28/2024

**AESOP - VERITIME & TIMESHEET APPROVAL ARE DUE BY
10:00am ON THE DATE SPECIFIED**

12 Month Personnel

(Principals/Office Professionals/Administrators/Maintenance/Custodial)

Payroll Processing Calendar 2024 - 2025

Pay #	Regular Salary (Salary Divided Equally over 24 pay)				Extra/OT Hours/Extra Activities Pay Schedule		
	Pay Date	Pay Period		Veritime - Timesheet Approval Due	Extra/OT Work Period FULL WEEKS SUN - SAT		Paid
	Prior School Year (last pay)	6/16/2024	6/30/2024	7/2/2024			
1	7/15/2024	7/1/2024	7/15/2024	7/17/2024	6/11/2024	6/30/2024	7/15/2024
2	7/31/2024	7/16/2024	7/31/2024	8/2/2024	7/1/2024	7/13/2024	7/31/2024
3	8/15/2024	8/1/2024	8/15/2024	8/19/2024	7/14/2024	7/27/2024	8/15/2024
4	8/30/2024	8/16/2024	8/31/2024	9/4/2024	7/28/2024	8/10/2024	8/30/2024
5	9/13/2024	9/1/2024	9/15/2024	9/17/2024	8/11/2024	8/24/2024	9/13/2024
6	9/30/2024	9/16/2024	9/30/2024	10/2/2024	8/25/2024	9/7/2024	9/30/2024
7	10/15/2024	10/1/2024	10/15/2024	10/17/2024	9/8/2024	9/28/2024	10/15/2024
8	10/31/2024	10/16/2024	10/31/2024	11/6/2024	9/29/2024	10/12/2024	10/31/2024
9	11/15/2024	11/1/2024	11/15/2024	11/19/2024	10/13/2024	10/26/2024	11/15/2024
10	11/29/2024	11/16/2024	11/30/2024	12/3/2024	10/27/2024	11/9/2024	11/29/2024
11	12/13/2024	12/1/2024	12/15/2024	12/16/2024	11/10/2024	11/23/2024	12/13/2024
12	12/31/2024	12/16/2024	12/31/2024	1/6/2025	11/24/2024	12/7/2024	12/31/2024
13	1/15/2025	1/1/2025	1/15/2025	1/17/2025	12/8/2024	12/28/2024	1/15/2025
14	1/31/2025	1/16/2025	1/31/2025	2/4/2025	12/29/2024	1/11/2025	1/31/2025
15	2/14/2025	2/1/2025	2/15/2025	2/18/2025	1/12/2025	1/25/2025	2/14/2025
16	2/28/2025	2/16/2025	2/28/2025	3/4/2025	1/26/2025	2/8/2025	2/28/2025
17	3/14/2025	3/1/2025	3/15/2025	3/24/2025	2/9/2025	2/22/2025	3/14/2025
18	3/31/2025	3/16/2025	3/31/2025	4/2/2025	2/23/2025	3/8/2025	3/31/2025
19	4/15/2025	4/1/2025	4/15/2025	4/17/2025	3/9/2025	3/29/2025	4/15/2025
20	4/30/2025	4/16/2025	4/30/2025	5/2/2025	3/30/2025	4/12/2025	4/30/2025
21	5/15/2025	5/1/2025	5/15/2025	5/19/2025	4/13/2025	4/26/2025	5/15/2025
22	5/30/2025	5/16/2025	5/31/2025	6/3/2025	4/27/2025	5/10/2025	5/30/2025
23	6/13/2025	6/1/2025	6/15/2025	6/17/2025	5/11/2025	5/24/2025	6/13/2025
24	6/30/2025	6/16/2025	6/30/2025	7/2/2025	5/25/2025	6/14/2025	6/30/2025
					6/15/2025	6/28/2025	7/15/2025

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**Food & Nutrition Personnel, Bus Drivers & EC Aides
Payroll Processing Calendar
2024-2025**

Pay #	Pay Periods		Pay Date	AESOP - VERITIME & TIMESHEET APPROVAL DUE DATE
1	8/16/2024	8/31/2024	9/15/2024	9/4/2024
2	9/1/2024	9/15/2024	9/30/2024	9/17/2024
3	9/16/2024	9/30/2024	10/15/2024	10/2/2024
4	10/1/2024	10/15/2024	10/31/2024	10/17/2024
5	10/16/2024	10/31/2024	11/15/2024	11/5/2024
6	11/1/2024	11/15/2024	11/29/2024	11/19/2024
7	11/16/2024	11/30/2024	12/13/2024	12/3/2024
8	12/1/2024	12/15/2024	12/31/2024	12/17/2024
9	12/16/2024	12/31/2024	1/15/2025	1/6/2025
10	1/1/2025	1/15/2025	1/31/2025	1/17/2025
11	1/16/2025	1/31/2025	2/14/2025	2/4/2025
12	2/1/2025	2/15/2025	2/28/2025	2/18/2025
13	2/16/2025	2/28/2025	3/14/2025	3/4/2025
14	3/1/2025	3/15/2025	3/31/2025	3/24/2025
15	3/16/2025	3/31/2025	4/15/2025	4/3/2025
16	4/1/2025	4/15/2025	4/30/2025	4/17/2025
17	4/16/2025	4/30/2025	5/15/2025	5/6/2025
18	5/1/2025	5/15/2025	5/30/2025	5/19/2025
19	5/16/2025	5/31/2025	6/13/2025	6/3/2025
20	6/1/2025	6/15/2025	6/30/2025	6/17/2025
21	6/16/2025	6/30/2025	7/15/2025	7/3/2025

**AESOP - VERITIME & TIMESHEET APPROVAL ARE DUE BY
10:00am ON THE DATE SPECIFIED**

Ritenour School District
Payroll Processing Calendar
2024 - 2025

Pay Periods		AESOP - VERITIME & TIMESHEET APPROVAL DUE DATE	Pay Date
7/1/2024	7/15/2024	7/17/2024	7/31/2024
7/16/2023	7/31/2024	8/2/2024	8/15/2024
8/1/2024	8/15/2024	8/19/2024	8/30/2024
8/16/2024	8/31/2024	9/4/2024	9/13/2024
9/1/2024	9/15/2024	9/17/2024	9/30/2024
9/16/2024	9/30/2024	10/2/2024	10/15/2024
10/1/2024	10/15/2024	10/17/2024	10/31/2024
10/16/2024	10/31/2024	11/6/2024	11/15/2024
11/1/2024	11/15/2024	11/19/2024	11/29/2024
11/16/2024	11/30/2024	12/3/2024	12/13/2024
12/1/2024	12/15/2024	12/17/2024	12/31/2024
12/16/2024	12/31/2024	1/6/2025	1/15/2025
1/1/2025	1/15/2025	1/17/2025	1/31/2025
1/16/2025	1/31/2025	2/4/2025	2/14/2025
2/1/2025	2/15/2025	2/18/2025	2/28/2025
2/16/2025	2/28/2025	3/4/2025	3/14/2025
3/1/2025	3/15/2025	3/24/2025	3/31/2025
3/16/2025	3/31/2025	4/3/2025	4/15/2025
4/1/2025	4/15/2025	4/17/2025	4/30/2025
4/16/2025	4/30/2025	5/6/2025	5/15/2025
5/1/2025	5/15/2025	5/19/2025	5/30/2025
5/16/2025	5/31/2025	6/3/2025	6/13/2025
6/1/2025	6/15/2025	6/17/2025	6/30/2025
6/16/2025	6/30/2025	7/3/2025	7/15/2024

**AESOP - VERITIME & TIMESHEET APPROVAL ARE DUE BY
10:00am ON THE DATE SPECIFIED**

SUBSTITUTE PAY DATES 2024-2025 SCHOOL YEAR

Pay #	Pay Period	Pay Date	Deadline To Payroll
1	August 1-15, 2024	August 31, 2024	8/19/2024
2	August 16-31, 2024	September 13, 2024	9/4/2024
3	September 1-15, 2024	September 30, 2024	9/17/2024
4	September 16-30, 2024	October 15, 2024	10/2/2024
5	October 1-15, 2024	October 31, 2024	10/17/2024
6	October 16-31, 2024	November 15, 2024	11/6/2024
7	November 1-15, 2024	November 29, 2024	11/19/2024
8	November 16-30, 2024	December 13, 2024	12/3/2024
9	December 1-15, 2024	December 31, 2024	12/17/2024
10	December 16-31, 2024	January 15, 2025	1/6/2025
11	January 1-15, 2025	January 31, 2025	1/17/2025
12	January 16-31, 2025	February 14, 2025	2/4/2025
13	February 1-15, 2025	February 28, 2025	2/18/2025
14	February 16-29, 2025	March 14, 2025	3/4/2025
15	March 1-15, 2025	March 31, 2025	3/24/2025
16	March 16-31, 2025	April 15, 2025	4/3/2025
17	April 1-15, 2025	April 30, 2025	4/17/2025
18	April 16-30, 2025	May 15, 2025	5/6/2025
19	May 1-15, 2025	May 30, 2025	5/19/2025
20	May 16-31, 2025	June 13, 2025	6/3/2025
21	June 1-15, 2025	June 30, 2025	6/17/2025