



PAYROLL SCHEDULE 2024-2025

HOURLY EMPLOYEES (Dates to be included on Pay Sheets)	SALARIED EMPLOYEES	SCHEDULED PAY DATE	*Deadline to submit payroll information – for respective pay-period
June 14 – June 27	June 24 – July 5	July 5, 2024	June 27, 2024
June 28 – July 11	July 8 – July 19	July 19, 2024	July 11, 2024
July 12 – July 25	July 22 – Aug. 2	August 2, 2024	July 25, 2024
July 26 – Aug. 8	Aug. 5 – Aug. 16	August 16, 2024	Aug. 8, 2024
Aug. 9 – Aug. 22	Aug. 19 – Aug. 30	August 30, 2024	Aug. 22, 2024
Aug. 23 – Sept. 5	Sept. 2 – Sept. 13	+September 13, 2024	Sept. 5, 2024
Sept. 6 – Sept. 19	Sept. 16 – Sept. 27	September 27, 2024	Sept. 19, 2024
Sept. 20 – Oct. 3	Sept. 30 – Oct. 11	October 11, 2024	Oct. 3, 2024
Oct. 4 – Oct. 17	Oct. 14 – Oct. 25	October 25, 2024	Oct. 17, 2024
Oct. 18 – Oct. 31	Oct. 28 – Nov. 8	November 8, 2024	Oct. 31, 2024
Nov. 1 – Nov. 14	Nov. 11 – Nov. 22	November 22, 2024	Nov. 14, 2024
Nov. 15 – Nov. 28	Nov. 25 – Dec. 6	December 6, 2024	Nov. 28, 2024
Nov. 29 – Dec. 12	Dec. 9 – Dec. 20	December 20, 2024	Dec. 12, 2024
Dec. 13 – Dec. 26	Dec. 23 – Jan. 3	January 3, 2025	Dec. 26, 2024
Dec. 27 – Jan. 9	Jan. 6 – Jan. 17	January 17, 2025	Jan. 9, 2025
Jan. 10 – Jan. 23	Jan. 20 – Jan. 31	January 31, 2025	Jan. 23, 2025
Jan. 24 – Feb. 6	Feb. 3 – Feb. 14	February 14, 2025	Feb. 6, 2025
Feb. 7 – Feb. 20	Feb. 17 – Feb. 28	February 28, 2025	Feb. 20, 2025
Feb. 21 – Mar. 6	Mar. 3 – Mar. 14	March 14, 2025	Mar. 6, 2025
Mar. 7 – Mar. 20	Mar. 17 – Mar. 28	March 28, 2025	Mar. 20, 2025
Mar. 21 – Apr. 3	Mar. 31 – Apr. 11	April 11, 2025	Apr. 3, 2025
Apr. 4 – Apr. 17	Apr. 14 – Apr. 25	April 25, 2025	Apr. 17, 2025
Apr. 18 – May 1	Apr. 28 – May 9	May 9, 2025	May 1, 2025
May 2 – May 15	May 12 – May 23	May 23, 2025	May 15, 2025
May 16 – May 29	May 26 – June 6	June 6, 2025	May 29, 2025
May 30 – June 12	June 9 – June 20	June 20, 2025	June 12, 2025
		June 27, 2025 = ½ Pay for 10 Month Salaried Positions	

Special Notes

11 and 12 Month Salaried Employees = 26 Paychecks (07/05/24 to 06/20/25)	10 Month Salaried Employees = 21.5 Paychecks (09/13/24 to 06/27/25)
Tax Shelter Annuity = 10 mo. employees 20 pays (no deduction on 01/31/25) 11 and 12 mo. employees 24 pays (no deductions on 08/30/24 and 01/31/25)	
Health Insurance/Dental Insurance/Flex/Union/NYSUT/Aflac/Guardian = 20 Paychecks from 09/13/24 to 06/20/25 (no deduction on 01/31/25) Vote Cope = 15 pays WEU Union = 19 pays	
Graduate Hours due August 9, 2024 = to be paid start of school year or due October 25, 2024 = to be paid by 2 nd pay in Nov 2024	
*Any/all payroll information received after the date noted above will not be processed until the following pay date.	