

**SEMI-MONTHLY PAYROLL REPORTING SCHEDULE**

**School Year  
2024-2025**

<b>REPORTING PERIOD</b>	<b>Due Date for the Payroll Office</b>	<b>PAYDATE</b>
July 1 - 15	Tuesday, July 18	July 26, 2024
July 16 – 31	Wednesday, Aug 2	Aug 12, 2024
August 1 – 15	Thursday, Aug 19	Aug 26, 2024
August 16 – 31	Thursday, Sept 4	Sept 11, 2024
September 1 – 15	Tuesday, Sept 18	Sept 26, 2024
September 16 – 30	Tuesday, Oct 2	Oct 11, 2024
October 1 – 15	Tuesday, Oct 17	Oct 25, 2024
October 16 – 31	Thursday, Nov 4	Nov 11, 2024
November 1 – 15	Thursday, Nov 19*	Nov 26, 2024
November 16 – 30	Monday, Dec 3	Dec 11, 2024
December 1 – 15	Monday, Dec 17*	Dec 24, 2024
December 16 – 31	Wednesday, Jan 6	Jan 10, 2025
January 1 – 15	Wednesday, Jan 17	Jan 27, 2025
January 16 – 31	Friday, Feb 4	Feb 11, 2025
February 1 – 15	Friday, Feb 18	Feb 26, 2025
February 16 – 29	Monday, March 4	March 11, 2025
March 1 – 15	Monday, March 19	March 26, 2025
March 16 – 31	Tuesday, April 4	April 11, 2025
April 1 – 15	Wednesday, April 17	April 25, 2025
April 16 – 30	Thursday, May 2	May 12, 2025
May 1 – 15	Friday, May 19	May 23, 2025
May 16 – 31	Tuesday, June 4	June 11, 2025
June 1 – 15	Monday, June 17	June 26, 2025
June 16 – 30	Tuesday, July 2*	July 11, 2025
July 1 – 15	Wednesday, July 17	July 25, 2025
July 16 – 31	Friday, Aug 4	Aug 11, 2025

**\* Short Turnover Time**