

Monthly Payroll Reporting Period Calendar 2024/2025

Reporting Period	Date Due In Payroll	Weeks in Pay Period	Monthly Pay Date
May 26 – June 29	July 5	5	July 19, 2024
June 30 – July 27	Aug 1	4	Aug 20, 2024
July 28 – Aug 24	Aug 29	4	Sept 20, 2024
Aug 25 – Sept 28	Oct 3	5	Oct 21, 2024
Sept 29 – Oct 26	Oct 31	4	Nov 20, 2024
Oct 27 – Nov 23	Nov 28	4	Dec 20, 2024
Nov 24 – Dec 28	Jan 2	5	Jan 17, 2025
Dec 29 – Jan 25	Jan 30	4	Feb 20, 2025
Jan 26 – Feb 22	Feb 27	4	March 14, 2025
Feb 23 – March 29	April 3	5	April 21, 2025
March 30 – April 26	May 1	4	May 20, 2025
April 27 – May 24	May 29	4	June 18, 2025
May 25 – June 28	July 3	5	July 21, 2025
June 29 – July 26	July 31	4	Aug 20, 2025
July 27 – Aug 23	Aug 28	4	Sept 19, 2025
Aug 24 – Sept 27	Oct 2	5	Oct 20, 2025

***subject to change/short deadline**

The above Reporting Period will include the processing of:

- *Timecards for absences*
- *Function Pay*
- *VSR's*
- *Extra Hours and Overtime*
- *Substitute Pay*
- *Professional Development Sheets*