



2024-2025 Payroll Pay Date/Cut Off Schedule

Pay Date	Dates Included in Pay Period	TimeCard Approval Date
7/5/2024	6/2/2024 - 6/15/2024	6/18/2024
7/19/2024	6/16/2024 - 6/29/2024	7/2/2024
8/5/2024	6/30/2024 - 7/13/2024	7/16/2024
8/20/2024	7/14/2024 - 7/27/2024	7/30/2024
9/5/2024	7/28/2024 - 8/17/2024	8/20/2024
9/20/2024	8/18/2024 - 8/31/2024	9/3/2024
10/4/2024	9/1/2024 - 9/14/2024	9/17/2024
10/18/2024	9/15/2024 - 9/28/2024	10/1/2024
11/5/2024	9/29/2024 - 10/12/2024	10/15/2024
11/20/2024	10/13/2024 - 10/26/2024	10/29/2024
12/5/2024	10/27/2024 - 11/9/2024	11/12/2024
12/20/2024	11/10/2024 - 11/23/2024	12/3/2024
1/3/2025	11/24/2024 - 12/7/2024	12/10/2024
1/17/2025	12/8/2024 - 12/28/2024	1/7/2025
2/5/2025	12/29/2024 - 1/11/2025	1/14/2025
2/20/2025	1/12/2025 - 1/25/2025	1/28/2025
3/5/2025	1/26/2025 - 2/8/2025	2/18/2025
3/20/2025	2/9/2025 - 3/1/2025	3/4/2025
4/4/2025	3/2/2025 - 3/15/2025	3/18/2025
4/18/2025	3/16/2025 - 3/29/2025	4/1/2025
5/5/2025	3/30/2025 - 4/12/2025	4/15/2025
5/20/2025	4/13/2025 - 5/3/2025	5/6/2025
6/5/2025	5/4/2025 - 5/17/2025	5/20/2025
6/20/2025	5/18/2025 - 5/31/2025	6/3/2025
7/3/2025	6/1/2025 - 6/14/2025	6/17/2025
7/18/2025	6/15/2025 - 6/28/2025	7/1/2025
8/5/2025	6/29/2025 - 7/12/2025	7/15/2025
8/20/2025	7/13/2025 - 7/26/2025	7/29/2025

This schedule is used to process time worked for hourly & substitute employees, and to process attendance, docks, supplemental pay & salary adjustments on all employees.