

## 2024-25 Pay Schedule

This includes: Overtime, Supplemental and Standard Pay

All supplemental pay sheets & payroll changes are due to Payroll by 5:00 p.m on Wednesdays except for the dates below in Red.

**Examples of Supplemental/Overtime pay sheets:**

Blue Sheets, Athletic Duty Sheets, Veritime Summaries

**Examples of Payroll changes: (Changes should be made through Power School Records or Payroll Information Request Form)**

W-4 form, benefit deductions, direct deposit account changes, etc.

Any questions regarding dates on this schedule contact:

Rita Galvan (512) 281-3434 x1260 or Courtney Hall (512) 281-3434 x1219

**Notes:**

- \*\*\* = 3 weeks covered in the up coming pay day.

- **Due Dates Highlighted in red** = Short processing time. No last minute submissions allowed after due date. If Payroll receives last minute changes, they will not be processed until the following pay day. Example: PR Change submitted on 12/3, will be processed on the 12/27 pay day.

- 'Days from last date covered until pay day' = how many days between the last day worked in the pay period and when employee sees those funds.

- If you are a new 10 month employee who has chosen to received 25 payments throughout the School Year, please note your first payment will be on 8/30/24.

<u>PARs, Timesheets &amp; PR Changes Due Date</u>	<u>Dates Covered (Sun-Sat)</u>	<u># Of Weeks Covered</u>	<u>Friday Pay Day</u>	<u>Days From Last Date Covered Until Pay Day</u>	<u>Days Until Next Pay Day</u>	<u>Returning EEs # of Paychecks</u>	<u>New 10 Month EEs: 25 Paychecks Option</u>
08/14/24	07/13/24 - 08/10/24	****	08/30/24	20	14	24	1
08/28/24	08/11/24 - 08/24/24		09/13/24	20	14	1	2
09/11/24	08/25/24 - 09/07/24		09/27/24	20	14	2	3
09/25/24	09/08/24 - 09/21/24		10/11/24	20	14	3	4
10/09/24	09/22/24 - 10/05/24		10/25/24	20	<b>21</b>	4	5
10/23/24	10/06/24 - 10/19/24		11/15/24	<b>27</b>	14	5	6
11/13/24	10/20/24 - 11/02/24		11/29/24	20	14	6	7
<b>12/02/24</b>	11/03/24 - 11/23/24	***	12/13/24	20	14	7	8
<b>12/09/24</b>	11/24/24 - 12/07/24		12/27/24	20	<b>21</b>	8	9
<b>01/06/25</b>	12/08/24 - 12/28/24	***	01/17/25	20	14	9	10
01/15/25	12/29/24 - 01/11/25		01/31/25	20	14	10	11
01/29/25	01/12/25 - 01/25/25		02/14/25	20	14	11	12
02/12/25	01/26/25 - 02/08/25		02/28/25	20	14	12	13
02/26/25	02/09/25 - 02/22/25		03/14/25	20	14	13	14
<b>03/10/25</b>	02/23/25 - 03/08/25		03/28/25	20	14	14	15
03/26/25	03/09/25 - 03/22/25		04/11/25	20	14	15	16
04/09/25	03/23/25 - 04/05/25		04/25/25	20	<b>21</b>	16	17
04/23/25	04/06/25 - 04/19/25		05/16/25	20	14	17	18
05/14/25	04/20/25 - 05/10/25	***	05/30/25	20	14	18	19
05/28/25	05/11/25 - 05/24/25		06/13/25	20	14	19	20
06/11/25	05/25/25 - 06/07/25		06/27/25	20	14	20	21
06/25/25	06/08/25 - 06/21/25		07/11/25	20	14	21	22
07/09/25	06/22/25 - 07/05/25		07/25/25	20	<b>21</b>	22	23
07/23/25	07/06/25 - 07/19/25		08/15/25	20	14	23	24
08/06/25	07/20/25 - 08/09/25	***	08/29/25	20	N/A	<b>24</b>	<b>25</b>

Approved by: Jeff Bracco

Date Approved: Jul 24, 2024