

SOUTH LANE SCHOOL DISTRICT
2024-2025 PAYROLL SCHEDULE

Payroll funds will be released to banks and checks will be mailed on the days listed below. Your payment will be posted to your bank account according to your bank’s policy. If you have automatic payments set up for your account, please consider making the date after the 25th. This will help ensure that your paycheck has been deposited to your bank before the automatic payment processes. Manual checks will be delivered via US Postal service.

<u>Month</u>	<u>Time Cards Due</u>	<u>Funds Release Date</u>
July 2024	July 15, 2024	July 23, 2024
August 2024	Aug 15, 2024	Aug 23, 2024
September 2024	Sept 16, 2024	Sept 23, 2024
October 2024	Oct 15, 2024	Oct 23, 2024
November 2024	Nov 15, 2024	Nov 22, 2024
December 2024	Dec 16, 2024	Dec 21, 2024 *
January 2025	Jan 15, 2025	Jan 23, 2025
February 2025	Feb 14, 2025	Feb 21, 2025
March 2025	March 14, 2025	March 21, 2025
April 2025	April 15, 2025	April 23, 2025
May 2025	May 15, 2025	May 23, 2025
June 2025	June 16, 2025	June 23, 2025

- Payments to 3rd party vendors (HRA-VEBA; American Fidelity, 403b Accounts) will be made within 5 working days from funds release date.
- Pay information will be uploaded to PERS and processed within 2 months after funds release date.
- All payroll changes, stipend information and time sheets must be in the payroll office by 4:00 p.m. on the due dates listed above to be included in current month’s pay.

Please call Sherri at 767-3575 if time sheets cannot be in the payroll office by the cutoff deadline.

**Dec 21 is Saturday. Payroll files will be sent in order to meet the pay schedule.*