



**STAFFORD MUNICIPAL SCHOOL DISTRICT  
EXTRA DUTY/ABSENCES PAYROLL SCHEDULE  
2024-2025**

**Business Office - Payroll**

| PERIOD COVERED            |                          |  |                           | For Campus/Dept.  |                           |
|---------------------------|--------------------------|--|---------------------------|---|---------------------------|
| PAYDATE                   | FROM                     |  | TO                        | DATE DUE  |                           |
| <b>2024</b>               |                          |  |                           | All final and approved documents are due to the Payroll Dept. by: |                           |
| <b>September 10, 2024</b> | <b>August 4, 2024</b>    |  | <b>August 17, 2024</b>    |   | <b>August 21, 2024</b>    |
| September 25, 2024        | August 18, 2024          |  | August 31, 2024           |   | September 4, 2024         |
| <b>October 10, 2024</b>   | <b>September 1, 2024</b> |  | <b>September 14, 2024</b> |   | <b>September 18, 2024</b> |
| October 25, 2024          | September 15, 2024       |  | October 5, 2024           |   | October 9, 2024           |
| <b>November 8, 2024</b>   | <b>October 6, 2024</b>   |  | <b>October 19, 2024</b>   |   | <b>October 23, 2024</b>   |
| November 22, 2024         | October 20, 2024         |  | November 2, 2024          |   | November 6, 2024          |
| <b>December 10, 2024</b>  | <b>November 3, 2024</b>  |  | <b>November 23, 2024</b>  |   | <b>November 27, 2024</b>  |
| December 20, 2024         | November 24, 2024        |  | November 30, 2024         |   | December 4, 2024          |
| <b>2025</b>               |                          |  |                           |   |                           |
| <b>January 10, 2025</b>   | <b>December 1, 2024</b>  |  | <b>December 14, 2024</b>  | <b>December 18, 2024</b>  |                           |
| January 24, 2025          | December 15, 2024        |  | January 4, 2025           | January 8, 2025   |                           |
| <b>February 10, 2025</b>  | <b>January 5, 2025</b>   |  | <b>January 18, 2025</b>   | <b>January 22, 2025</b>   |                           |
| February 25, 2025         | January 19, 2025         |  | February 1, 2025          | February 5, 2025  |                           |
| <b>March 10, 2025</b>     | <b>February 2, 2025</b>  |  | <b>February 15, 2025</b>  | <b>February 19, 2025</b>  |                           |
| March 25, 2025            | February 16, 2025        |  | March 1, 2025             | March 5, 2025   |                           |
| <b>April 10, 2025</b>     | <b>March 2, 2025</b>     |  | <b>March 15, 2025</b>     | <b>March 19, 2025</b>   |                           |
| April 25, 2025            | March 16, 2025           |  | April 5, 2025             | April 9, 2025   |                           |
| <b>May 9, 2025</b>        | <b>April 6, 2025</b>     |  | <b>April 19, 2025</b>     | <b>April 23, 2025</b>   |                           |
| May 23, 2025              | April 20, 2025           |  | May 3, 2025               | May 7, 2025   |                           |
| <b>June 10, 2025</b>      | <b>May 4, 2025</b>       |  | <b>May 17, 2025</b>       | <b>May 21, 2025</b>   |                           |
| June 25, 2025             | May 18, 2025             |  | May 31, 2025              | June 4, 2025  |                           |
| <b>July 10, 2025</b>      | <b>June 1, 2025</b>      |  | <b>June 14, 2025</b>      | <b>June 18, 2025</b>  |                           |
| July 25, 2025             | June 15, 2025            |  | June 28, 2025             | July 2, 2025  |                           |
| <b>August 8, 2025</b>     | <b>June 29, 2025</b>     |  | <b>July 19, 2025</b>      | <b>July 23, 2025</b>  |                           |
| August 25, 2025           | July 20, 2025            |  | August 2, 2025            | August 6, 2025  |                           |

Please make sure all payroll information is brought to payroll office by 4:30 p.m. on the due date. All payroll information (substitute, extra duty and overtime) not received by 4:30 p.m. on the due date will be paid on the subsequent pay date.

\* Payroll falls on Christmas Day.

**\*\* Timesheets are due to the Payroll Office on 12/18/2024 by 12:00 p.m.**

Any errors or omissions by campuses/departments will not result in a supplemental payroll run between pay dates. If the Payroll Office makes an error, a supplemental payroll check will be ran immediately.