

Payroll Cut-off Dates

2024-2025 School Year

Timesheets, Overloads, Per Diem Forms, Red Rover

<u>TIME PERIOD WORKED</u>	<u>DUE IN PAYROLL BY:</u>	<u>PAY DATE</u>
08/01/24-08/31/24	9/4/2024	9/30/2024
09/01/24-09/30/24	10/2/2024	10/31/2024
10/01/24-10/31/24	11/4/2024	11/27/2024
11/01/24-11/30/24	12/3/2024	12/31/2024
12/01/24-12/31/24	1/7/2025	1/31/2025
01/01/25-01/31/25	2/4/2025	2/28/2025
02/01/25-02/28/25	3/4/2025	3/31/2025
03/01/25-03/31/25	4/2/2025	4/30/2025
04/01/25-04/30/25	5/2/2025	5/30/2025
05/01/25-05/31/25	6/3/2025	6/30/2025
06/01/25-06/30/25	7/2/2025	7/31/2025
07/01/25-07/31/25	8/4/2025	8/29/2025

**Prep/Class coverage MUST be entered into Red Rover DURING
MONTH WORKED and submitted by the Due in Payroll date.**

**Please submit previous month's timesheets by the due date for payment
the month after time has been worked.**