



**Note: Work Week is Sunday - Saturday**

**6/26/2024**

**2024-2025 PAY PERIODS TRADITIONAL**

<u>Pay Period</u>	<u>Reporting Period Time Worked/Absences</u>	<u>Complete By/To Finance 5:00 PM</u>	<u>Pay Date</u>
July 11 – Aug 13	June 5 – July 6	July 9	July 31, 2024
Aug 14– Sep 12 (1/2 Day)	July 7 - Aug 10	August 19	August 30, 2024
Sep 12 (1/2 day) – Oct 11	Aug 11 – Aug 31	September 3	September 30, 2024
Oct 14 – Nov 12 (1/2 day)	Sep 1 –Sep 28	October 8	October 31, 2024
Nov 12 (1/2 day) – Dec 11	Sep 29 –Nov 2	November 5	November 25, 2024
Dec 12 - Jan 10 (1/2 day)	Nov 3 – Nov 23	December 2	December 17, 2024
Jan 10 (1/2 day) – Feb 10	Nov 24 – Jan 4	January 7	January 31, 2025
Feb 11 – Mar 12 (1/2 day)	Jan 5 – Feb 1	February 11	February 28, 2025
Mar 12 (1/2 day) – Apr 10	Feb 2 – Mar 1	March 11	March 31, 2025
Apr 11 – May 12 (1/2 day)	Mar 2 – Mar 29	April 7	April 30, 2025
May 12 (1/2 day) – June 10	Mar 30 – May 3	May 6	May 30, 2025
	<b><i>(10 mos Project Absences through June 10)</i></b>		
June 11 – July 11	May 4 – June 10	June 10	June 17, 2025

The legislature requires all 10 month employees to receive 10 equal checks throughout the school year. Since the school year is 215 days, each pay period is 21.50 days.

It is very important that time sheets for extra work, stipends, mentors, workshops, etc. are also turned in on the “Complete/To Finance” date. **Anything over 5 days late will be paid the next pay period.**