



EARLY COLLEGE BCC 2024-2025 PAY PERIODS

Note: Work Week is Sunday - Saturday

6/26/2024

<u>Pay Period</u>	<u>Reporting Period Time Worked/Absences</u>	<u>Complete By/To Finance 5:00 PM</u>	<u>Pay Date</u>
Aug 5 – Sep 3 (1/2 Day)	July 7 - Aug 10	August 19	August 30, 2024
Sep 3 (1/2 day) – Oct 2	Aug 11 – Aug 31	September 3	September 30, 2024
Oct 3 – Nov 1 (1/2 day)	Sep 1 – Sep 28	October 8	October 31, 2024
Nov 1 (1/2 day) – Dec 2	Sep 29 – Nov 2	November 5	November 25, 2024
Dec 3 – Jan 1 (1/2 day)	Nov 3 – Nov 23	December 2	December 17, 2024
Jan 1 (1/2 day) – Jan 30	Nov 24 – Jan 4	January 7	January 31, 2025
Jan 31 – Mar 3 (1/2 day)	Jan 5 – Feb 1	February 11	February 28, 2025
Mar 3 (1/2 day) – Apr 1	Feb 2 – Mar 1	March 11	March 31, 2025
Apr 2 – May 1 (1/2 day)	Mar 2 – Mar 29	April 7	April 30, 2025
May 1 (1/2 day) – May 30	Mar 30 – May 30 <i>(Project absences through May 30th)</i>	May 6	May 30, 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 21.5 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.**