



2024-2025 Payroll Periods & Pay dates

Payroll Reporting Period (Time clock, Absences, Additional Pay, Timesheets, etc)

<u>Start Date</u>	<u>End Date</u>	<u>Pay Date</u>
JULY 8	AUGUST 11	AUGUST 30
AUGUST 12	SEPTEMBER 8	SEPTEMBER 30
SEPTEMBER 9	OCTOBER 6	OCTOBER 31
OCTOBER 7	NOVEMBER 10	NOVEMBER 29
NOVEMBER 11	DECEMBER 8	DECEMBER 31
DECEMBER 9	JANUARY 12	JANUARY 31
JANUARY 13	FEBRUARY 9	FEBRUARY 28
FEBRUARY 10	MARCH 9	MARCH 31
MARCH 10	APRIL 6	APRIL 30
APRIL 7	MAY 11	MAY 29
MAY 12	JUNE 8	JUNE 30
JUNE 9	JULY 6	JULY 31

Pay dates are always the last WORKING day of each month

- A “work week” begins on Monday and ends on Sunday, (District employees work M-F)
- Payroll periods begin on Monday and end on Sunday
- **ALL** additional time worked, overtime, and absences are recorded in payroll and paid using this pay schedule. **Salaries are calculated on a 12-month pay cycle and are not subject to this pay schedule.**
 - *Example:* Cum day taken between, October 7th – November 10th will post on the November 29th payroll.
 - *Example:* Any additional time or overtime worked between, October 7^h – November 10th will post on the November 29th payroll.
- **ALL payroll or items relating to payroll must be submitted to the Payroll Department by end of business on the 15TH of EVERY MONTH**
 - *IF* the 15th falls on a weekend, then the deadline is end of business on the Friday or (working day) before.