

**ORENDA CHARTER SCHOOL DISTRICT
MONTHLY PAYROLL SCHEDULE
2024-2025 SCHOOL YEAR**

PAY DAY	WEEKDAY	PAY PERIOD
September 13, 2024	Friday	08/01-08/31
October 15, 2024	Tuesday	09/01-09/30
November 15, 2024	Friday	10/01-10/31
December 13, 2024	Friday	11/01-11/30
January 15, 2025	Wednesday	12/01-12/31
February 14, 2025	Friday	01/01-01/31
March 14, 2025	Friday	02/01-02/28
April 15, 2025	Tuesday	03/01-03/31
May 15, 2025	Thursday	04/01-04/30
June 13, 2025	Friday	05/01-05/31
July 15, 2025	Tuesday	06/01-06/30
August 15, 2025	Friday	07/01-07/31

To have changes made in the current payroll - All forms for payroll updates are due to the Business Office by the 5th of the month (If the 5th falls on a weekend or holiday, they are due the business day before.) Forms and updates received after this deadline will be processed in the next month's payroll.

Orenda processes payroll on the 15th of each month. If the 15th falls on a weekend or holiday, payroll is processed on the previous business day.

*Note: Each paycheck includes medical, benefits, and any other deductions for the prior month as listed in the pay period column. **Time cards for hours worked and absences are due on the 1st** as a result of strict TRS reporting deadlines that occur at the start of the month. **The work week begins on Monday** – overtime for non-exempt staff is calculated at the end of the week on Sunday.*