



TIMESHEET PAY SCHEDULE 2024-2025 School Year

Timesheet Types	Timesheet Deadlines <i>Due in the District Office timestamped by 4:30 p.m.</i>	Payday
AUGUST (Certificated and Classified)	Tuesday, September 3, 2024	9/13/2024 – <i>Certificated</i> 9/30/2024 – <i>Classified</i>
SEPTEMBER (Certificated and Classified)	Tuesday, October 1, 2024	10/15/2024 – <i>Certificated</i> 10/31/2024 – <i>Classified</i>
OCTOBER (Certificated and Classified)	Friday, November 1, 2024	11/15/2024 – <i>Certificated</i> 11/26/2024 – <i>Classified</i>
NOVEMBER (Certificated and Classified)	Monday, December 2, 2024	12/13/2024 – <i>Certificated</i> 12/31/2024 – <i>Classified</i>
DECEMBER (Certificated and Classified)	Friday, December 20, 2024*	1/15/2025 – <i>Certificated</i> 1/31/2025 – <i>Classified</i>
JANUARY (Certificated and Classified)	Monday, February 3, 2025	2/14/2025 – <i>Certificated</i> 2/28/2025 – <i>Classified</i>
FEBRUARY (Certificated and Classified)	Monday, March 3, 2025	3/14/2025 – <i>Certificated</i> 3/31/2025 – <i>Classified</i>
MARCH (Certificated and Classified)	Tuesday, April 1, 2025	4/15/2025 – <i>Certificated</i> 4/30/2025 – <i>Classified</i>
APRIL (Certificated and Classified)	Thursday, May 1, 2025	5/15/2025 – <i>Certificated</i> 5/30/2025 – <i>Classified</i>
MAY / JUNE (Certificated and Classified)	Friday, June 6, 2025	6/13/2025 – <i>Certificated</i> 6/30/2025 – <i>Classified</i>

- ✂ Timesheets received *after* the above listed due dates will be considered **late** and will be processed the month following the month they were submitted.
- ✂ All timesheets must include Employee ID # (*required effective 8/1/2024*), Employee First and Last Name, Employee Signature, and Date.
- ✂ All timesheets must include the budget number (*or note where to send the timesheet for the budget #*) and appropriate approval signatures. Substitute timesheets must include the Rate or Range to be paid. Incomplete timesheets may cause a delay in payment.
- ✂ If you will be on Winter Break, December timesheets are due in the District Office by 4:30 p.m. on Friday, December 20, 2024. Timesheets received after 1/2/2025, will be processed the month following the month they were submitted.