

Newark Unified School District

2024-2025 Time Card Payroll Schedule

Time Cards Due to Payroll by 4:00 pm on:	For days worked between:	To be paid on:
Thursday, July 11	7/01 - 7/10	WED, July 31
Monday, August 12	7/11 - 8/10	Fri, August 30
Wednesday, September 11	8/11 - 9/10	Mon, Sept 30
Friday, October 11	9/11 - 10/10	Thurs, October 31
Friday, November 1	10/11 - 10/31	Fri, November 22
Wed, November 6	11/01 - 11/06	
Monday, December 2	11/07 - 11/30	Fri, December 20
Thursday, December 5	12/01 - 12/05	
Wednesday, December 11	12/06 - 12/10	Fri, January 31
Monday, January 13	12/11 - 1/10	
Tuesday, February 11	1/11 - 2/10	Friday, February 28
Tuesday, March 11	2/11 - 3/10	Monday, March 31
Friday April 11	3/11 - 4/10	Wednesday, April 30
Monday, May 12	4/11 - 5/10	Friday, May 30
Wednesday, June 11	5/11 - 6/10	Mon, June 30
Tuesday July 1	6/11 - 6/30 <i>Non-summer school only</i>	July TBD

Dates are subject to change

For questions, please contact the Payroll Office
by phone 510-818-4117 or email payroll@newarkunified.org

*Early due date for time cards

**Secondary due date to complete previous month

Pink time card	Certificated Hourly
Yellow	Certificated Guest Teacher
Green	Classified Hourly
Blue	Summer School Hourly