



**RICHMOND PUBLIC SCHOOLS
DEPARTMENT OF FINANCE
DISTRICT WIDE PAYROLL PROCESSING SCHEDULE
SCHOOL YEAR 2024 - 2025**

Subject to Change at Anytime

PayDay	Run Type	Calc Day	TIMEKEEPERS DEADLINE for TSSI & Web Time Stipend Pay Requests and Supplemental Timesheets (no later than noon)	PayDay	Run Type	Calc Day	TIMEKEEPERS DEADLINE for TSSI & Web Time Stipend Pay Requests and Supplemental Timesheets (no later than noon)
7/15/2024	Spread Pay	7/8/2024		1/15/2025	Regular	1/9/2025	1/6/2025
7/15/2024	Regular	7/9/2024	7/1/2024	1/22/2025	Supplemental & Stipend	1/17/2025	1/16/2025
7/22/2024	Supplemental & Stipend	7/17/2024	7/16/2024	1/31/2025	Regular	1/27/2025	1/16/2025
7/31/2024	Spread Pay	7/23/2024		2/6/2025	Supplemental	2/4/2025	2/3/2025
7/31/2024	Regular	7/24/2024	7/16/2024	2/14/2025	Regular	2/10/2025	2/3/2025
8/6/2024	Supplemental	8/2/2024	8/1/2024	2/21/2025	Supplemental & Stipend	2/19/2025	2/18/2025
8/15/2024	Spread Pay	8/8/2024		2/28/2025	Regular	2/24/2025	2/18/2025
8/15/2024	Regular	8/9/2024	8/1/2024	3/6/2025	Supplemental	3/4/2025	3/3/2025
8/21/2024	Supplemental & Stipend	8/19/2024	8/16/2024	3/14/2025	Regular	3/10/2025	3/3/2025
8/29/2024	Regular	8/23/2024	8/16/2024	3/20/2025	Supplemental & Stipend	3/18/2025	3/17/2025
9/6/2024	Supplemental	9/4/2024	9/3/2024	3/28/2025	Regular	3/24/2025	3/17/2025
9/13/2024	Regular	9/9/2024	9/3/2024	4/4/2025	Supplemental	4/2/2025	3/28/2025 COB
9/19/2024	Supplemental & Stipend	9/17/2024	9/16/2024	4/15/2025	Regular	4/9/2025	3/28/2025 COB
9/30/2024	Regular	9/24/2024	9/16/2024	4/22/2025	Supplemental & Stipend	4/17/2025	4/16/2025
10/7/2024	Supplemental	10/2/2024	10/1/2024	4/30/2025	Regular	4/24/2025	4/16/2025
10/15/2024	Regular	10/9/2024	10/1/2024	5/6/2025	Supplemental	5/2/2025	5/1/2025
10/21/2024	Supplemental & Stipend	10/17/2024	10/16/2024	5/15/2025	Regular	5/9/2025	5/1/2025
10/31/2024	Regular	10/25/2024	10/16/2024	5/21/2025	Supplemental & Stipend	5/19/2025	5/16/2025
11/8/2024	Supplemental	11/6/2024	10/31/2024 COB	5/30/2025	Regular	5/23/2025	5/16/2025
11/15/2024	Regular	11/11/2024	10/30/2024 COB	6/5/2025	Supplemental	6/3/2025	6/2/2025
11/26/2024	Regular	11/20/2024	11/18/2024	6/12/2025	Regular	6/5/2025	6/2/2025
12/9/2024	Regular*	12/3/2024	11/25/2024	6/18/2025	Supplemental & Stipend	6/16/2025	6/12/2025 COB
12/18/2024	Regular*	12/12/2024	12/9/2024	6/30/2025	Regular	6/23/2025	6/16/2025
12/20/2024	Supplemental	12/18/2024	12/17/2024				

*- Denotes early cutoff

COB = Close of Business

December paydates have been accelerated due to winter break