

**School District of the City of Pontiac**  
**Payroll Schedule 2024-25**

Pay Begin	to	Pay End	EMPLOYEE Time Sheets Turn -in Deadline (by 4:00)	APPROVAL DOCUWARE	DEADLINE	Pay Date	
06/22/24		07/05/24	07/02/24		07/03/24	07/12/24	EARLY DUE DATE
07/06/24		07/19/24	07/18/24		07/19/24	07/26/24	
07/20/24		08/02/24	08/01/24		08/02/24	08/09/24	
08/03/24		08/16/24	08/15/24		08/16/24	08/23/24	
08/17/24		08/30/24	08/27/24		08/28/24	09/06/24	EARLY DUE DATE
08/31/24		09/13/24	09/12/24		09/13/24	09/20/24	
09/14/24		09/27/24	09/26/24		09/27/24	10/04/24	
09/28/24		10/11/24	10/10/24		10/11/24	10/18/24	
10/12/24		10/25/24	10/24/24		10/25/24	11/01/24	
10/26/24		11/08/24	11/07/24		11/08/24	11/15/24	
11/09/24		11/22/24	11/21/24		11/22/24	11/29/24	
11/23/24		12/06/24	12/05/24		12/06/24	12/13/24	
12/07/24		12/20/24	12/13/24		12/16/24	12/27/24	EARLY DUE DATE
12/21/24		01/03/25	12/19/24		12/20/24	01/10/25	EARLY DUE DATE
01/04/25		01/17/25	01/16/25		01/17/25	01/24/25	
01/18/25		01/31/25	01/30/25		01/31/25	02/07/25	
02/01/25		02/14/25	02/13/25		02/14/25	02/21/25	
02/15/25		02/28/25	02/27/25		02/28/25	03/07/25	
03/01/25		03/14/25	03/13/25		03/14/25	03/21/25	
03/15/25		03/28/25	03/20/25		03/21/25	04/04/25	EARLY DUE DATE
03/29/25		04/11/25	04/10/25		04/11/25	04/18/25	
04/12/25		04/25/25	04/24/25		04/25/25	05/02/25	
04/26/25		05/09/25	05/08/25		05/09/25	05/16/25	
05/10/25		05/23/25	05/21/25		05/22/25	05/30/25	EARLY DUE DATE
05/24/25		06/06/25	06/05/25		06/06/25	06/13/25	
06/07/25		06/20/25	06/19/25		06/20/25	06/27/25	
06/21/25		07/04/25	07/02/25		07/03/25	07/11/25	EARLY DUE DATE
07/05/25		07/18/25	07/17/25		07/18/25	07/25/25	
07/19/25		08/01/25	07/31/25		08/01/25	08/08/25	
08/02/25		08/15/25	08/14/25		08/15/25	08/22/25	
				<b><u>FINAL APPROVER SHOULD NOT APPROVE BEFORE THIS DATE</u></b>			