

# BOERNE ISD PAY DATES FOR SCHOOL YEAR 2024/2025

**SUPERVISOR APPROVAL OF TCP TIME SHEETS MUST BE DONE BY TUESDAY OF THE FOLLOWING WEEK**

PAY DATES		EMPLOYEE/SUB TIME SHEET CUT OFF DATES				WEEKS
FRIDAY	SEPTEMBER 20, 2024	<u>SATURDAY AUGUST 24, 2024</u>				4
		7/28-8/3	8/4-8/10	8/11-8/17	8/18-8/24	
FRIDAY	OCTOBER 18, 2024	<u>SATURDAY SEPTEMBER 21, 2024</u>				4
		8/25-8/31	9/1-9/7	9/8-9/14	9/15-9/21	
WEDNESDAY	NOVEMBER 20, 2024	<u>SATURDAY OCTOBER 26, 2024</u>				5
		9/22-9/28	9/29-10/5	10/6-10/12	10/13-10/19 10/20-10/26	
FRIDAY	DECEMBER 20, 2024	<u>SATURDAY NOVEMBER 23, 2024</u>				4
		10/27-11/2	11/3-11/9	11/10-11/16	11/17-11/23	
FRIDAY	JANUARY 17, 2025	<u>SATURDAY DECEMBER 21, 2024</u>				4
		11/24-11/30	12/1-12/7	12/8-12/14	12/15-12/21	
THURSDAY	FEBRUARY 20, 2025	<u>SATURDAY JANUARY 25, 2025</u>				5
		12/22-12/28	12/29-1/4	1/5-1/11	1/12-1/18 1/19-1/25	
THURSDAY	MARCH 20, 2025	<u>SATURDAY FEBRUARY 22, 2025</u>				4
		1/26-2/1	2/2-2/8	2/9-2/15	2/16-2/22	
FRIDAY	APRIL 18, 2025	<u>SATURDAY MARCH 22, 2025</u>				4
		2/23-3/1	3/2-3/8	3/9-3/15	3/16-3/22	
TUESDAY	MAY 20, 2025	<u>SATURDAY APRIL 26, 2025</u>				5
		3/23-3/29	3/30-4/5	4/6-4/12	4/13-4/19 4/20-4/26	
FRIDAY	JUNE 20, 2025	<u>SATURDAY MAY 24, 2025</u>				4
		4/27-5/3	5/4-5/10	5/11-5/17	5/18-5/24	
FRIDAY	JULY 18, 2025	<u>SATURDAY JUNE 28, 2025</u>				5
		5/25-5/31	6/1-6/7	6/8-6/14	6/15-6/21 6/22-6/28	
WEDNESDAY	AUGUST 20, 2025	<u>SATURDAY JULY 26, 2025</u>				4
		6/29-7/5	7/6-7/12	7/13-7/19	7/20-7/26	

**Direct Deposit usually occurs one day prior to the posted pay date each month.**

Teachers and other Certified Personnel are paid on a twelve-month basis. The annual pay for a complete contract year is calculated and divided into 12 payments.

Support, Secretarial, Clerical, Maintenance, Custodial, and Food Service employee's pay for a complete year is calculated and divided into 12 payments. Time sheets are required to verify that days have been worked. Time sheets are used to calculate any additional workdays or hours. Special calculations are required in the event that work is begun or terminated at times other than the employee's primary schedule.