



**SEMI-MONTHLY PAYROLL
SCHEDULE
2024 – 2025**

**W4 Tax Changes
Paper Check/Direct
Deposit Changes,
PARS**

Paycheck Date	Base Pay Schedule	Due to PR Deadline
7/15/2024	1	7/11/2024
7/30/2024	2	7/25/2024
8/15/2024	3	8/5/2024
8/30/2024	4	8/19/2024
9/13/2024	5	9/3/2024
9/30/2024	6	9/16/2024
10/15/2024	7	10/7/2024
10/30/2024	8	10/21/2024
11/15/2024	9	11/4/2024
11/29/2024	10	11/18/2024
12/13/2024	11	12/2/2024
12/30/2024	12	12/16/2024
1/15/2025	13	1/6/2025
1/30/2025	14	1/21/2025
2/14/2025	15	2/3/2025
2/28/2025	16	2/18/2025
3/14/2025	17	3/3/2025
3/28/2025	18	3/17/2025
4/15/2025	19	4/7/2025
4/30/2025	20	4/18/2025
5/15/2025	21	5/5/2025
5/30/2025	22	5/19/2025
6/13/2025	23	6/2/2025
6/30/2025	24	6/26/2025
7/15/2025	25	
7/30/2025	26	

24.05 Summer School Payroll JUNE DATES

Frontline Leave Import Schedule will be available online at www.hcsdsc.org under "Finance" & at each school's front office
Leave balance updates will follow the prescribed Frontline Schedule.

HOURLY/SUBSTITUTE TIMESHEETS PAYROLL SCHEDULE

Paycheck Date	Pay Period Date Range	Weeks in Period	**Frontline Approval & Reconciliation Due	Date Transmitted to Bank
7/15/2024	07/01/24 - 07/11/24	2	7/11/2024	7/12/2024
7/30/2024	07/12/24 - 07/25/24	2	7/25/2024	7/26/2024
8/15/2024	07/26/24 - 8/04/24	1	8/5/2024	8/8/2024
8/30/2024	08/05/24 - 08/18/2024	2	8/19/2024	8/23/2024
9/13/2024	08/19/24 - 09/01/24	2	9/3/2024	9/6/2024
9/30/2024	09/02/24 - 09/15/24	3	9/16/2024	9/18/2024
10/15/2024	09/16/24 - 10/06/24	3	10/7/2024	10/10/2024
10/30/2024	10/07/24 - 10/20/24	2	10/21/2024	10/24/2024
11/15/2024	10/21/24 - 11/03/24	2	11/4/2024	11/8/2024
11/29/2024	11/04/24 - 11/17/24	2	11/18/2024	11/22/2024
12/13/2024	11/18/24 - 12/1/24	2	12/2/2024	12/6/2024
12/30/2024	12/02/24 - 12/15/24	2	12/16/2024	12/19/2024
1/15/2025	12/16/24 - 01/05/25	3	1/6/2025	1/9/2025
1/30/2025	01/06/25 - 01/20/25	2	1/21/2025	1/24/2025
2/14/2025	01/21/25 - 02/02/25	2	2/3/2025	2/7/2025
2/28/2025	02/03/25 - 02/17/25	2	2/18/2025	2/21/2025
3/14/2025	02/18/25 - 03/02/25	2	3/3/2025	3/7/2025
3/28/2025	03/03/25 - 03/16/25	2	3/17/2025	3/21/2025
4/15/2025	03/17/25 - 04/06/25	3	4/7/2025	4/10/2025
4/30/2025	04/07/25 - 04/18/25	2	4/18/2025	4/18/2025
5/15/2025	04/19/25 - 05/04/25	2	5/5/2025	5/8/2025
5/30/2025	05/05/25 - 05/18/25	2	5/19/2025	5/23/2025
6/13/2025	05/19/25 - 06/01/25	2	6/2/2025	6/5/2025
6/30/2025	06/02/25 - 6/30/25	4	6/26/2025	6/26/2025
7/15/2025	N/A Accruals Only	0	N/A Payroll Closed 6.30.25	N/A Payroll Closed 6.30.25
7/30/2025	N/A Accruals Only	0	N/A Payroll Closed 6.30.25	N/A Payroll Closed 6.30.25

*** Employee/Administrator & Bookkeeper Reconciliation Due by Noon on Date
Timecard records for all employees and substitutes will be pulled and locked after 5pm on Date