

2024-2025 PAYROLL SCHEDULE FOR SEMI-MONTHLY PAYROLL

All Employees

PAY DATE	CONTRACT PAY PERIOD COVERED	TIMESHEETS & O/T PERIOD COVERED Including Daily, Hourly Workers – Subs, Per Diems	ORIGINALTIMESHEETS & O/T DUE DATE (EMAIL not Accepted)
7/15/24	7/1 - 7/15	6/16 - 6/30	7/2/24
7/31/24	7/16 - 7/31	7/1 - 7/15	7/17/24
8/15/24	8/1 - 8/15	7/16 - 7/31	8/2/24
8/30/24	8/16 - 8/31	8/1 - 8/15	8/19/24
9/13/24	9/1 - 9/15	8/16 - 8/31	9/4/24
9/30/24	9/16 - 9/30	9/1 - 9/15	9/17/24
10/15/24	10/1 - 10/15	9/16 - 9/30	10/2/24
10/31/24	10/16 - 10/31	10/1 - 10/15	10/17/24
11/15/24	11/1 - 11/15	10/16 - 10/31	11/4/24
11/27/24	11/16 - 11/30	11/1 - 11/15	11/19/24
12/13/24	12/1 - 12/15	11/16 - 11/30	12/3/24
12/20/2024 – TCH/TA's/Sec/Admin	12/16 – 12/31	No overtime paid	No overtime paid
12/30/2024 - All Others	12/16 -12/31	12/1 - 12/15	12/17/24
1/15/25	1/1 - 1/15	12/16 - 12/31	1/3/25
1/31/25	1/16 - 1/31	1/1 - 1/15	1/17/25
2/14/25	2/1 - 2/15	1/16 - 1/31	2/4/25
2/28/25	2/16 - 2/28	2/1 - 2/15	2/19/25
3/14/25	3/1 - 3/15	2/16 - 2/28	3/4/25
3/28/25	3/16 - 3/31	3/1 - 3/15	3/18/25
4/11/25	4/1 - 4/15	3/16 - 3/31	4/2/25
4/30/25	4/16 - 4/30	4/1 - 4/15	4/17/25
5/15/25	5/1 - 5/15	4/16 - 4/30	5/2/25
5/30/25	5/16 - 5/31	5/1 - 5/15	5/19/25
6/12/25	HEALTH INSURANCE BUYOUT		
6/13/25	6/1 – 6/15	5/16 – 5/31	6/3/25
6/27/2025	6/16 – 6/30 & Ballon Pay	No overtime paid	No overtime paid
6/30/2025 All Others	OT & cleanup	6/1 – 6/15	6/17/25
7/15/25	7/1 – 7/15	6/16 – 6/30	7/2/25

****Timesheets must be submitted according to the payroll schedule and completely executed****

Incomplete timesheets or timesheets older than 30 days will not be processed. Incomplete timesheets will be returned to be completed and timesheets older than 30 days will require additional approval.