

Timesheet Schedule, 21.5-Day Count & Pay Dates

	9-10 Month Employees (Bus Drivers & Maids, TA's)	10-Month SALARY Employees (Teachers, Assistants, School Secretaries)		11- and 12-Month Employees		Payroll Due to Payroll Dept. by 11am	CHECKS RELEASED
MONTH	Actual Pay Period Timesheets Run	Actual Pay Period 21.5 Day Count	Timesheets Run Thru	Actual Pay Period	Timesheets Run Thru		Pay Date for
July			--	July 1 - 31, 2024	6/10/24-6/30/24-7/1/24-7/14/24	7/16/24	7/31/2024
August		Aug 13 - Sept 10, 2024	No timesheet	Aug 1 - 31, 2024	7/15/24-8/11/24	8/13/24	8/30/2024
September	8/13/24-9/15/24	Sept 11 - Oct 10, 2024	8/13/24-9/15/24	Sept 1 - 30, 2024	8/12/24-9/15/24	9/17/24	9/30/2024
October	9/16/24-10/13/24	Oct 11 - Nov 8, 2024	9/16/24-10/13/24	Oct 1 - 31, 2024	9/16/24-10/13/24	10/15/24	10/31/2024
November	10/14/24-11/10/24	Nov 11 - Dec 10, 2024	10/14/24-11/10/24	Nov 1 - 30, 2024	10/14/24-11/10/24	11/12/24	11/26/2024
December	11/11/24-12/8/24	Dec 11, '24 - Jan 8, '25	11/11/24-12/8/24	Dec 1 - 31, 2024	11/11/24-12/8/24	12/10/24	12/20/2024
January	12/9/24-1/5/25	Jan 9 - Feb 7, 2025	12/9/24-1/5/25	Jan 1 - 31, 2025	12/9/24-1/5/25	1/7/25	1/24/2025
February	1/6/25-2/9/25	Feb 10 - Mar 10, 2025	1/6/25-2/9/25	Feb 1 - 28, 2025	1/6/25-2/9/25	2/11/25	2/28/2025
March	2/10/25-3/16/25	Mar 11 - Apr 9, 2025	2/10/25-3/16/25	Mar 1 - 31, 2025	2/10/25-3/16/25	3/18/25	3/31/2025
April	3/17/25-4/6/25	Apr 10 - May 8, 2025	3/17/25-4/6/25	April 1 - 30, 2025	3/17/25-4/6/25	4/8/25	4/30/2025
May	4/7/25-5/11/25	May 9 - June 9, 2025	4/7/25-5/11/25	May 1 - 31, 2025	4/7/25-5/11/25	5/13/25	5/30/2025
June	5/12/25-6/9/25		5/12/25-6/9/25	June 1 - 30, 2025	5/12/25-6/8/25	6/10/25	6/25/2025

Timesheets for 9-month employees reflect actual time worked and paid.

Timesheets for 10-month employees reflect time worked for the purpose of tracking leave. Time paid is based on a 22-day count.

Example: October 31, 2024 Paycheck

Timesheet records time worked and leave used from Sept. 16 thru Oct. 13; timesheet turned in on October 15.

Paycheck is actually for October 11 thru November 8 (21/22 day count).

Timesheets for 11- & 12-month employees reflect time worked for the purpose of tracking leave. Time paid is based on actual calendar month.

Example: October 31, 2024 Paycheck

Timesheet records time worked and leave used from Sept. 16 thru Oct. 13; timesheet turned in on October 15.

Paycheck is actually for October 1-31 (calendar month).