

2024-2025

Substitute & Hourly Cutoff Schedule for Payroll Documentation

| <b>Pay Period</b>  | <b>Due date for FINAL APPROVAL for all time cards, absences, extra duty, etc.</b> | <b>Pay Date</b> |
|--|---|-----------------|
|  |   |                 |
| Aug 10 - Aug 16<br>Aug 17 - Aug 23<br>Aug 24 - Aug 30      | 08/20/2024<br>08/27/2024<br>09/03/2024  | 9/13/2024       |
|  |   |                 |
| Aug 31 - Sept 6<br>Sept 7 - Sept 13                        | 09/10/2024<br>09/17/2024  | 9/30/2024       |
|  |   |                 |
| Sept 14 - Sept 20<br>Sept 21 - Sept 27                     | 09/24/2024<br>10/01/2024  | 10/15/2024      |
|  |   |                 |
| Sept 28 - Oct 4<br>Oct 5 - Oct 11                          | 10/08/2024<br>10/15/2024  | 10/31/2024      |
|  |   |                 |
| Oct 12 - Oct 18<br>Oct 19 - Oct 25                         | 10/22/2024<br>10/29/2024  | 11/15/2024      |
|  |   |                 |
| Oct 26 - Nov 1<br>Nov 2 - Nov 8                            | 11/05/2024<br>11/12/2024  | 11/29/2024      |
|  |   |                 |
| Nov 9 - Nov 15<br>Nov 16 - Nov 22<br>Nov 23 - Nov 29       | 11/19/2024<br>11/26/2024<br>12/03/2024  | 12/13/2024      |
|  |   |                 |
| Nov 30 - Dec 6<br>Dec 7 - Dec 13                           | 12/10/2024<br>12/17/2024  | 12/31/2024      |
|  |   |                 |
| Dec 14 - Dec 20<br>Dec 21 - Dec 27<br>Dec 28 - Jan 3, 2025 | 01/07/2025<br>01/07/2025<br>01/07/2025  | 1/15/2025       |
|  |   |                 |
| Jan 4 - Jan 10<br>Jan 11 - Jan 17                          | 01/14/2025<br>01/21/2025  | 1/31/2025       |
|  |   |                 |
| Jan 18 - Jan 24<br>Jan 25 - Jan 31                         | 01/28/2025<br>02/04/2025  | 2/14/2025       |
|  |   |                 |
| Feb 1 - Feb 7<br>Feb 8 - Feb 14                            | 02/11/2025<br>02/18/2025  | 2/28/2025       |

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|--|---|-----------------|
| Feb 15 - Feb 21<br>Feb 22 - Feb 28                             | 02/25/2025<br>03/04/2025  | 3/14/2025       |
| March 1 - March 7<br>March 8 - March 14                        | 03/11/2025<br>03/18/2025  | 3/31/2025       |
| March 15 - March 21<br>March 22 - March 28                     | 03/25/2025<br>04/01/2025  | 4/15/2025       |
| March 29 - April 4<br>April 5 - April 11                       | 04/09/2025<br>04/16/2025  | 4/30/2025       |
| April 12 - April 18<br>April 19 - April 25<br>April 26 - May 2 | 04/22/2025<br>04/29/2025<br>05/06/2025  | 5/15/2025       |
| May 3 - May 9<br>May 10 - May 16                               | 05/13/2025<br>05/20/2025  | 5/30/2025       |
| May 17 - May 23<br>May 24 - May 30                             | 05/27/2025<br>06/03/2025  | 6/13/2025       |
| May 31 - June 6<br>June 7 - June 13                            | 06/10/2025<br>06/17/2025  | 6/30/2025       |
| June 14 - June 20<br>June 21 - June 27                         | 06/24/2025<br>07/01/2025  | 7/15/2025       |
| June 28 - July 4<br>July 5 - July 11                           | 07/08/2025<br>07/15/2025  | 7/31/2025       |
| July 12 - July 18<br>July 19 - July 25                         | 07/22/2025<br>07/29/2025  | 8/15/2025       |
| July 26 - Aug 1<br>Aug 2 - Aug 8                               | 08/05/2025<br>08/12/2025  | 8/29/2025       |