

HUMAN RELATIONS AND PAYROLL CALENDAR DEADLINES

2024-25 SCHOOL YEAR

DS PAY PERIOD/ MONTH	EWA DEADLINES				SITE PAYROLL TIMESHEET ENTRY DEADLINE	PCA FINAL APPROVAL & PS ENTRY DEADLINE	PAYROLL CALC #1	PAYROLL RUN DATE	PAYROLL ISSUE DATE
	SUBMISSION	1ST APPROVAL - HR	2ND APPROVAL - FISCAL/DEPT	3RD APPROVAL - PAYROLL					
JUN HRLY / JUL PAY	6/20/2024	6/21/2024	6/21/2024	6/24/2024	7/3/2024	7/10/2024	7/16/2024	7/18/2024	7/31/2024
JUL HRLY / AUG PAY	7/19/2024	7/23/2024	7/25/2024	7/29/2024	8/5/2024	8/12/2024	8/16/2024	8/20/2024	8/30/2024
AUG HRLY / SEP PAY	8/20/2024	8/22/2024	8/26/2024	8/28/2024	9/4/2024	9/10/2024	9/16/2024	9/18/2024	9/30/2024
SEP HRLY / OCT PAY	9/19/2024	9/23/2024	9/25/2024	9/27/2024	10/4/2024	10/10/2024	10/17/2024	10/21/2024	10/31/2024
OCT HRLY / NOV PAY	10/18/2024	10/22/2024	10/23/2024	10/27/2024	11/4/2024 @ 12PM	11/8/2024	11/13/2024	11/15/2024	11/27/2024
NOV HRLY / DEC PAY	11/15/2024	11/19/2024	11/20/2024	11/22/2024	12/2/2024	12/6/2024	12/10/2024	12/12/2024	12/20/2024
DEC HRLY / JAN PAY	12/10/2024	12/11/2024	12/12/2024	12/16/2024	1/6/2025	1/10/2025	1/16/2025	1/21/2025	1/31/2025
JAN HRLY / FEB PAY	1/17/2025	1/22/2025	1/23/2025	1/27/2025	2/3/2025	2/7/2025	2/13/2025	2/18/2025	2/28/2025
FEB HRLY / MAR PAY	2/19/2025	2/21/2025	2/24/2025	2/26/2025	3/5/2025	3/10/2025	3/14/2025	3/18/2025	3/28/2025
MAR HRLY / APR PAY	3/17/2025	3/19/2025	3/20/2025	3/21/2025	4/3/2025	4/9/2025	4/15/2025	4/17/2025	4/30/2025
APR HRLY / MAY PAY	4/16/2025	4/18/2025	4/22/2025	4/24/2025	5/5/2025	5/9/2025	5/15/2025	5/19/2025	5/30/2025
MAY HRLY / JUN PAY	5/16/2025	5/20/2025	5/22/2025	5/27/2025	6/3/2025	6/9/2025	6/13/2025	6/17/2025	6/30/2025
JUN HRLY / JUL PAY	6/13/2025	6/16/2025	6/17/2025	6/20/2025	7/2/2025	TBD	TBD	TBD	7/31/2025

EWA TIER APPROVALS: EWAS NOT SUBMITTED BY THE DUE DATE WILL BE APPROVED AND PROCESSED ON THE NEXT PAY PERIOD
EACH GROUP MUST APPROVE BY THE DEADLINE ABOVE

PAYROLL DEADLINE: TIMESHEETS NOT SUBMITTED BY THE DUE DATE WILL BE PROCESSED ON THE NEXT SCHEDULED PAY PERIOD

DATES TO NOTE: DECEMBER PAY DAY IS EARLY AND AS A RESULT IS A SHORT PAYROLL MONTH
SPRING BREAK IS MARCH 31 - APRIL 4

***PLEASE EMAIL THE PAYROLL GROUP (PAYROLL@VISTAUSD.ORG) IF THERE ARE ANY CHANGES, UPDATES, OR CONSIDERATIONS REGARDING AN EMPLOYEES' PAY