

EAST CENTRAL INDEPENDENT SCHOOL DISTRICT

MONTHLY TIME CARDS ONLY

2024-2025 DATES FOR ADMINISTRATORS/TEACHERS/PARAPROFESSIONALS

<u>DUE DATES</u>	<u>PERIOD COVERED</u>	<u>PAY DATES</u>
August 12, 2024	08/01/24 - 08/11/24	September 13, 2024
September 9, 2024	08/12/24 - 09/08/24	October 15, 2024
October 7, 2024	09/09/24 - 10/06/24	November 15, 2024
November 4, 2024	10/07/24 - 11/03/24	December 13, 2024
December 9, 2024	11/04/24 - 12/08/24	January 15, 2025
January 6, 2025	12/09/24 - 01/05/25	February 14, 2025
February 10, 2025	01/06/25 - 02/09/25	March 10, 2025
March 17, 2025	02/10/25 - 03/09/25	April 15, 2025
April 7, 2025	03/10/25 - 04/06/25	May 15, 2025
May 5, 2025	04/07/25 - 05/04/25	June 13, 2025
June 9, 2025	05/05/25 - 06/08/25	July 15, 2025
** August 1, 2025	06/09/25 - 07/31/25	August 15, 2025

** All time cards that must be paid with 2024-2025 funds need to be submitted to Payroll no later than 08/01/2025

The above listing for "Period Covered" is only for Extra Duty Monthly Time Cards. The monthly time cards are for Administrators (if approved by Admin Council), Teachers and Paraprofessionals only.

The "Period Covered" dates do not pertain to the Pay Period Covered, Leave or Absence Deductions on your Paycheck.

Please copy this list of close-out dates for all staff submitting a time card. Time cards need to be submitted in a timely manner. If time cards are received after due dates, payment may be delayed for one month.