



GREATER ALBANY PUBLIC SCHOOL DISTRICT

2024/25 Payroll Cutoff Dates

All employee Timesheet & Exception Reporting

All timesheets and exception reporting timesheets are due to OM's the first Friday of every month.

All coded and signed timesheets and exception reporting timesheets are due to the Business Department the second Friday of every month.

Timesheet Pay Period	Timesheets due to Business Department by:	Pay Date
Monday, June 10 – Friday, July 5	Friday, July 12	July 25
Monday, July 8 – Friday, August 2	Friday, August 9	August 23
Monday, August 5 – Friday, September 6	Friday, September 13	September 25
Monday, September 9 – Friday, October 4	Friday, October 11	October 25
Monday, October 7 – Friday, November 1	Friday, November 8	November 25
Monday, November 4 – Friday, December 6	Friday, December 13	December 23
Monday, December 9 – Friday, January 3	Friday, January 10	January 24
Monday, January 6 – Friday, February 7	Friday, February 14	February 25
Monday, February 10 – Friday, March 7	Friday, March 14	March 25
Monday, March 10 – Friday, April 4	Friday, April 11	April 25
Monday, April 7 – Friday, May 2	Friday, May 9	May 23
Monday, May 5 - * Friday, June 6	Friday, June 13	June 25
Monday, June 9 – Thursday, July 3	Friday, July 11	July 25

Payroll cutoff dates are selected so the total number of days worked in each pay period are as equal as possible. This allows enough time to process each payroll.

*** June payroll follows regular cutoff dates. Any work after June 6 will be paid in July. Transportation not included.**

US Mail routed out of Portland. Any District mailing may take three or more days to receive. Direct Deposit is suggested and required for new hires.