

NEW KENT COUNTY PUBLIC SCHOOLS PAYROLL CALENDAR



The following dates indicate when payroll reports are due to the School Board Office. All payroll information must be submitted by **10:00am** on the due date listed. When it becomes necessary to change a date, notification will be provided to the schools in a timely manner.

Month	Non-Contracted PT Hourly/ Full and Part Time Contracted Employee Absences/ Overtime Worked	Due at the SBO	Pay Day
July	6/15 - 6/21; 6/22 - 6/28	7/3/24	7/15/24
	6/29 - 7/5; 7/6 - 7/12	7/17/24	7/31/24
August	7/13 - 7/19; 7/20 - 7/26	7/31/24	8/15/24
	7/27 - 8/2; 8/3 - 8/9; 8/10 - 8/16	8/21/24	8/30/24
September	8/17 - 8/23; 8/24 - 8/30	9/4/24	9/13/24
	8/31 - 9/6; 9/7 - 9/13	9/18/24	9/30/24
October	9/14 - 9/20; 9/21 - 9/27	10/2/24	10/15/24
	9/28 - 10/4; 10/5 - 10/11	10/16/24	10/31/24
November	10/12 - 10/18; 10/19 - 10/25	10/30/24	11/15/24
	10/26 - 11/1; 11/2 - 11/8	11/13/24	11/29/24
December	11/9 - 11/15; 11/16 - 11/22	11/27/24	12/13/24
	11/23 - 11/29; 11/30 - 12/6	12/11/24	12/23/24
January	12/7 - 12/13; 12/14 - 12/20, 12/21 - 12/27	1/3/25	1/15/25
	12/28 - 1/3; 1/4 - 1/10	1/15/25	1/31/25
February	1/11 - 1/17; 1/18 - 1/24	1/29/25	2/14/25
	1/25 - 1/31; 2/1 - 2/7, 2/8 - 2/14	2/19/25	2/28/25
March	2/15 - 2/21; 2/22 - 2/28	3/5/25	3/14/25
	3/1 - 3/7; 3/8 - 3/14	3/19/25	3/31/25
April	3/15 - 3/21; 3/22 - 3/28	4/2/25	4/15/25
	3/29 - 4/4; 4/5 - 4/11	4/16/25	4/30/25
May	4/12 - 4/18; 4/19 - 4/25	4/30/25	5/15/25
	4/26 - 5/2; 5/3 - 5/9; 5/10 - 5/16	5/21/25	5/30/25
June	5/17 - 5/23; 5/24 - 5/30	6/4/25	6/13/25
	5/31 - 6/6; 6/7 - 6/13	6/18/25	6/30/25