2025 Payday Schedule

Pay Period Begin Date	Pay Period End Date	Pay Day	Run ID	Insurance**	Dues**	Pay, Deduction, & Benefit Notes**
(Saturday)	(Friday)	(Friday)	*Payroll Use Only*	*See Notes Below*		*(subject to change)*
12/14/24	12/27/24	**01/10/25**	2501	Yes	No	-Summer deductions for Jul-Sept insurance start on 10M EEs EA - Winter break pay 12/23-12/27 ***
12/28/24	01/10/25	**01/24/25**	2502	Yes	Yes	EA - Winter break pay 12/30 – 1/3 ***
01/11/25	01/24/25	**02/07/25**	2503	Yes	No	1st semester teacher extracurricular pay***
01/25/25	02/07/25	**02/21/25**	2504	Yes	Yes	
02/08/25	02/21/25	**03/07/25**	2505	Yes	No	
02/22/25	03/07/25	**03/21/25**	2506	Yes	Yes	
03/08/25	03/21/25	**04/04/25**	2507	Yes	No	
03/22/25	04/04/25	**04/18/25**	2508	Yes	Yes	EA spring break pay 3/31 – 4/4 ***
04/05/25	04/18/25	**05/02/25**	2509	Yes	No	
04/19/25	05/02/25	**05/16/25**	2510	Yes	Yes	
05/03/25	05/16/25	**05/30/25**	2511	**No**	No	3rd payday of month – no ins or flex credits
05/17/25	05/30/25	**06/13/25**	2512	Yes	No	Crossroads EA spring break pay 5/26-5/30
05/31/25	06/13/24	**06/27/25**	2513	Yes	Yes	2nd semester teacher extracurricular pay***
06/14/25	06/27/25	**07/11/25**	2514	12m only	No	24-25 Summer pay refund
06/28/25	07/11/25	**07/25/25**	2515	12m only	Yes	24-25 Summer pay refund
07/12/25	07/25/25	**08/08/25**	2516	12m only	No	24-25 Summer pay refund
07/26/25	08/08/25	**08/22/25**	2517	12m only	Yes	24-25 Summer pay refund
08/09/25	08/22/25	**09/05/25**	2518	12m only	No	24-25 Summer pay refund
08/23/25	09/05/25	**09/19/25**	2519	12m only	Yes	2025-26 Summer pay deductions start up
09/06/25	09/19/25	**10/03/25**	2520	Yes	No	
09/20/25	10/03/25	**10/17/25**	2521	Yes	Yes	
10/04/25	10/17/25	**10/31/25**	2522	**No**	No	3rd payday of month – no ins or flex credits
10/18/25	10/31/25	**11/14/25**	2523	Yes	No	
11/01/25	11/14/25	**11/28/25**	2524	Yes	Yes	
11/15/25	11/28/25	**12/12/25**	2525	Yes	No	
11/29/25	12/12/25	**12/26/25**	2526	Yes	Yes	

IMPORTANT NOTES:

*Pay period reflects all hours included on the applicable payday. Time worked/absent should still be submitted weekly on Fridays. Supervisors must approve time by no later than the following Thursday each week. Late timesheets in any format may result in delayed pay. Off Cycle checks are only generated on payday Friday and the Wednesday of non-payroll week, and *only when specific criteria are met related to the type/amount and reason for missing pay*. It is the employee's responsibility to notify payroll as soon as possible if they believe they are missing pay on their paycheck.

**Deductions: Union dues for teachers, EAs, TAs, Nutrition Services, and School/Community Professionals are taken each payroll. All other groups have dues taken once a month. (See "Dues" column for which paydays). *Paydays with a "No" in the "Insurance" column do not have insurance or flex credits (but they do have flexible spending and HSA deductions taken.) 10M employees do not have many deductions including insurance taken during July, August, or September.*

***Refer to collective bargaining agreement for non-duty break pay eligibility. Extracurricular pay for teachers must be submitted to payroll by the building clerks on or before the timecard deadline for that pay period.

Paycheck data is available to employees on THURSDAY of payroll week.

Information subject to change – Always refer to the most current schedule on the payroll website.

Updated 9/23/24 KG