

LUMBERTON INDEPENDENT SCHOOL DISTRICT

PAYROLL OFFICE

2024-2025

**TO ENSURE EMPLOYEE CHANGES WILL BE MADE ON A PARTICULAR PAYCHECK,
PLEASE NOTE THE PAYROLL CUTOFF DATES:**

EMPLOYEES	
CUT-OFF DATE PAYROLL CHANGES	PAY DATE
08/30/24	09/25/24
09/30/24	10/25/24
10/31/24	11/22/24
11/29/24	12/20/24
12/31/24	01/24/25
01/31/25	02/25/25
02/28/25	03/25/25
03/31/25	04/25/25
04/30/25	05/23/25
05/30/25	06/25/25
06/30/25	07/25/25
07/31/25	08/25/25

All Time Sheets/Function Pay must be entered as Time Cards and APPROVED by the Due Dates above for Pay Date Processing. Any Time Cards NOT approved, will not be paid to employees for the current month payroll.

****Any Changes to Direct Deposit information must be entered in My Service Center by the 10th of the month - changes not entered by this date will have to wait for the bank to return the payment and for our office to reissue****