



## 2024-2025 PAY SCHEDULE

Pay Schedule	Pay Date
Salaried Pay Schedule	
1 <sup>st</sup> -15 <sup>th</sup> July	7/15/2024
16 <sup>th</sup> -30 <sup>th</sup> July	7/30/2024
31 <sup>st</sup> -15 <sup>th</sup> Aug	8/15/2024
16 <sup>th</sup> -30 <sup>th</sup> Aug	8/30/2024
31 <sup>st</sup> -15 <sup>th</sup> Sept	9/13/2024
16 <sup>th</sup> -30 <sup>th</sup> Sept	9/30/2024
1 <sup>st</sup> -15 <sup>th</sup> Oct	10/15/2024
16 <sup>th</sup> -30 <sup>th</sup> Oct	10/30/2024
31 <sup>st</sup> -15 <sup>th</sup> Nov	11/15/2024
16 <sup>th</sup> -30 <sup>th</sup> Nov	11/29/2024
1 <sup>st</sup> -15 <sup>th</sup> Dec	12/13/2024
16 <sup>th</sup> -30 <sup>th</sup> Dec	12/30/2024
31 <sup>st</sup> -15 <sup>th</sup> Jan	1/15/2025
16 <sup>th</sup> -30 <sup>th</sup> Jan	1/30/2025
31 <sup>st</sup> -15 <sup>th</sup> Feb	2/14/2025
16 <sup>th</sup> -29 <sup>th</sup> Feb	2/28/2025
1 <sup>st</sup> -15 <sup>th</sup> March	3/14/2025
16 <sup>th</sup> -30 <sup>th</sup> March	3/28/2025
31 <sup>st</sup> -15 <sup>th</sup> April	4/15/2025
16 <sup>th</sup> -30 <sup>th</sup> April	4/30/2025
1 <sup>st</sup> -15 <sup>th</sup> May	5/15/2025
16 <sup>th</sup> -30 <sup>th</sup> May	5/30/2025
31 <sup>st</sup> -15 <sup>th</sup> June	6/13/2025
16 <sup>th</sup> -30 <sup>th</sup> June	6/30/2025

**\*all dates are subject to change**

When timesheets are submitted, only time actually worked may be claimed. Timesheets are not to be made out for advance worked or for duty free lunch periods. Timesheets should be filled out daily and submitted to Maria Brown in the Business Office when completed including supervisor's signature.

***\*\*Remember every pay day is the day you should turn in your time cards\*\****