



## 2024-2025 PAY SCHEDULE

\*Due to holiday or break\*

Timesheet	Pay Date	Paper Timesheets/Approvals for Payroll (no later than morning of)
16 <sup>th</sup> -30 <sup>th</sup> June	7/15/2024	7/5/2024
31 <sup>st</sup> -15 <sup>th</sup> July	7/30/2024	7/19/2024
16 <sup>th</sup> -30 <sup>th</sup> July	8/15/2024	8/6/2024
31 <sup>st</sup> -15 <sup>th</sup> Aug	8/30/2024	8/21/2024
16 <sup>th</sup> -30 <sup>th</sup> Aug	9/13/2024	9/4/2024
31 <sup>st</sup> -15 <sup>th</sup> Sept	9/30/2024	9/18/2024
16 <sup>th</sup> -30 <sup>th</sup> Sept	10/15/2024	*10/4/2024
31 <sup>st</sup> -15 <sup>th</sup> Oct	10/30/2024	10/18/2024
16 <sup>th</sup> -30 <sup>th</sup> Oct	11/15/2024	11/6/2024
31 <sup>st</sup> -15 <sup>th</sup> Nov	11/29/2024	*11/20/2024
16 <sup>th</sup> -30 <sup>th</sup> Nov	12/13/2024	12/5/2024
31 <sup>st</sup> -15 <sup>th</sup> Dec	12/30/2024	*12/19/2024
16 <sup>th</sup> -30 <sup>th</sup> Dec	1/15/2025	*1/7/2025
31 <sup>st</sup> -15 <sup>th</sup> Jan	1/30/2025	1/17/2025
16 <sup>th</sup> -30 <sup>th</sup> Jan	2/14/2025	2/7/2025
31 <sup>st</sup> -15 <sup>th</sup> Feb	2/28/2025	*2/14/2025
16 <sup>th</sup> -30 <sup>th</sup> Feb	3/14/2025	3/6/2025
31 <sup>st</sup> -15 <sup>th</sup> March	3/28/2025	*3/20/2025
16 <sup>th</sup> -30 <sup>th</sup> March	4/15/2025	4/4/2025
31 <sup>st</sup> -15 <sup>th</sup> April	4/30/2025	*4/21/2025
16 <sup>th</sup> -30 <sup>th</sup> April	5/15/2025	5/6/2025
31 <sup>st</sup> -15 <sup>th</sup> May	5/30/2025	*5/21/2025
16 <sup>th</sup> -30 <sup>th</sup> May	6/13/2025	6/5/2025
31 <sup>st</sup> -15 <sup>th</sup> June	6/30/2025	6/18/2025
16 <sup>th</sup> -30 <sup>th</sup> June	7/15/2025	6/27/2025

**all dates are subject to change**

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

*Electronic timesheets are to be approved weekly or by the end of the pay period. This includes all missed punches and missing time. The dates noted are the final date a timesheet can be submitted for payment to the payroll department for processing. Any timesheets after that date are subject to the discretion of the payroll clerk with time allowed for processing accurately. They may be processed in a future payroll if not received timely. When paper 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.*