

DATE RANGES AND DUE DATES FOR TIMESHEETS

2024 – 2025 School Year

| Date Due to Payroll | Date Range to List on Timesheet | Notes | Payroll Check Date |
|---------------------|---------------------------------|---------------|--------------------|
| 07/02/24 | 06/03/24 – 06/30/24 | 4 week period | 07/25/24 – Accrual |
| 08/06/24 | 07/01/24 – 08/04/24 | 5 week period | 08/23/24 |
| 09/04/24 | 08/05/24 – 09/01/24 | 4 week period | 09/25/24 |
| 10/09/24 | 09/02/24 – 10/06/24 | 5 week period | 10/25/24 |
| 11/07/24 | 10/07/24 – 11/03/24 | 4 week period | 11/25/24 |
| 12/04/24 | 11/04/24 – 12/01/24 | 4 week period | 12/20/24 |
| 01/08/25 | 12/02/24 – 01/05/25 | 5 week period | 01/24/25 |
| 02/05/25 | 01/06/25 – 02/02/25 | 4 week period | 02/25/25 |
| 03/05/25 | 02/03/25 – 03/02/25 | 4 week period | 03/25/25 |
| 04/02/25 | 03/03/25 – 03/30/25 | 4 week period | 04/18/25 |
| 05/07/25 | 03/31/25 – 05/04/25 | 5 week period | 05/23/25 |
| 06/03/25 | 05/05/25 – 06/01/25 | 4 week period | 06/25/25 |
| 07/02/25 | 06/02/25 – 06/29/25 | 4 week period | 07/25/25-Accrual |

MONTHLY ABSENCES

| Date Due to Payroll | Date Range for the Absence Report | Notes | Payroll Check Date |
|---------------------|-----------------------------------|--------------------|--------------------|
| 06/19/24 | 06/01/24 – 06/30/24 | | 07/25/24 - Accrual |
| 06/27/24 | 06/01/24 – 06/30/24 | New/Changes/Remove | 07/25/24 - Accrual |
| 08/06/24 | 07/01/24 – 07/31/24 | | 08/23/24 |
| 09/04/24 | 08/01/24 – 08/31/24 | | 09/25/24 |
| 10/09/24 | 09/01/24 – 09/30/24 | | 10/25/24 |
| 11/07/24 | 10/01/24 – 10/31/24 | | 11/25/24 |
| 12/04/24 | 11/01/24 – 11/30/24 | | 12/20/24 |
| 01/08/25 | 12/01/24 – 12/31/24 | | 01/24/25 |
| 02/05/25 | 01/01/25 – 01/31/25 | | 02/25/25 |
| 03/05/25 | 02/01/25 – 02/28/25 | | 03/25/25 |
| 04/09/25 | 03/01/25 – 03/31/25 | | 04/18/25 |
| 05/07/25 | 04/01/25 – 04/30/25 | | 05/23/25 |
| 06/03/25 | 05/01/25 – 05/31/25 | | 06/25/25 |
| TBD | 06/01/25 – 06/30/25 | | 07/25/25-Accrual |