~ Denotes half day
TEA = 21.5 days/month

BIV: Built-In-Vacation Day
Req: Requested AL day if leave balances are sufficient

BEAUFORT COUNTY SCHOOLS
ECHS PAYROLL DUE DATES
2024 – 2025

PAY DATE	PAY PERIOD ECH (21.5 days)	PAY PERIOD EOM PRIN & OFF12	Timekeeper Time Sheet Dates For Printing	Timekeeper DUE DATES
July 19th 2024	No ECH Reporting	7/1 – 7/31	6/9/24 – 7/6/24	7/10 AM Pick up Posted 7/17 Noon
Aug 20th	7/31 – 8/29~ Mandatory 7/31 & 8/1,5,6 Reg WD 8/2	8/1 – 8/31	7/7/24 – 8/3/24	8/7 AM pick up Posted 8/16 Noon
Sept 20th	8/29~ – 9/27	9/1 – 9/30	8/4/24 – 8/31/24	9/4 AM pick up Posted 9/18 Noon
Oct 18th	9/28 – 10/29~ Holiday 9/2 **Satellite Day 9/27**	10/1 – 10/31	9/1/24 – 9/28/24	10/2 AM pick up Posted 10/18 Noon
Nov 20th	10/29~ – 11/27 **Satellite Days 10/18 & 11/1**	11/1 – 11/30	9/29/24 – 11/2/24	11/6 AM pick up Posted 11/18 Noon
Dec 20th	11/28 – 12/27~ Holiday 11/11,28,29 **BIV: 11/27 AL**	12/1 – 12/31	11/3/24– 11/30/24	12/4 AM pick up Posted 12/18 Noon
Jan 17th 2025	12/27~ - 1/27 Holiday 12/24,25,26,31 & 1/1 **BIV: 12/23,27,30 & 1/2 AL** **No Pay Day 1/3**	1/1 – 1/31	12/1/24 – 1/4/25	1/8 AM pick up Posted 1/15 Noon
Feb 20th	1/28 – 2/26~ Holiday 1/20 **Satellite Day 1/6**	2/1 – 2/29	1/5/25 – 2/1/25	2/5 AM pick up Posted 2/18 Noon
Mar 20th	2/26~ - 3/27 **Satellite Days 2/10, 28**	3/1 – 3/31	2/2/25 – 3/1/25	3/5 AM pick up Posted 3/18 Noon
Apr 18th	3/28 – 4/29~ **Satellite Days 3/14, 24**	4/1 – 4/30	3/2/25 – 4/5/25	4/9 AM pick up Posted 4/16 Noon
May 20th	4/29~ – 5/28 **Post Abs for 5/4 - 5/28 in LINQ** Req WD 4/18 **BIV: 4/21,22,23,24,25 AL**	5/1 – 5/31	4/6/25 – 5/3/25	5/7 AM pick up Posted 5/16 Noon
Jun 20th	Ext Pay ECH Reg WD 5/23,28 Holiday 5/26 **Mandatory 5/27** ***Post abs for 5/4-28 that was <u>not</u> posted in May.**	6/1 – 6/30	5/4/25 – 6/12/25	6/10 AM pick up Posted 6/17 Noon
Jul 19th	No ECH Reporting	7/1 – 7/31	6/15/25 – 7/5/25	7/9 AM pick up Posted 7/16 Noon

NOTE: Absence/Timesheet reporting period dates for TEA and EOM are different than the actual pay period dates.