

PAYROLL DUE DATES

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

2024 – 2025

| PAY DATE | PAY PERIOD TEA / CN Managers (21.5 days) | PAY PERIOD EOM | PAY PERIOD CN Assistants (Hourly) 195 | PAY PERIOD BUS 174 Day Drivers | PAY PERIOD BUS 195 Day Drivers | Timekeeper Time Sheet Dates | Pickup Dates Direct Deposit post Date |
|-------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------------|
| July 19th 2024 | No TEA Reporting | 7/1 – 31 Abs Report Dates: 6/11-7/8 | No CN Assistant Reporting | No Bus Reporting | No Bus Reporting | 6/9/24 – 7/6/24 | 7/10 am Pickup Posted 7/17 Noon |
| Aug. 20th | 8/15 – 9/13~ | 8/1 – 8/31 | No CN Assistant Reporting | 8/??/23 - ? hrs possible workshop & route familiarization) | 8/??/23 - ? hrs possible (workshop & route familiarization) | 7/7/24 – 8/3/24 | 8/7 am Pickup Posted 8/16 Noon |
| Sept. 20th | 9/13~ - 10/14 Mand. WD:8/15,16,19,20,21,22 Req: 8/23 AL | 9/1 – 9/30 | 8/26– 8/31 = 5 days WD: 8/15,16,19,20,21,22,23 AL | 8/26 – 8/31 = 5 days | 8/26 – 8/31 = 5 days WD:8/15,16,19,20,21,22, 23 AL | 8/4/24 – 8/31/24 | 9/4 am Pickup Posted 9/18 Noon |
| Oct. 18th | 10/15– 11/13~ Holiday: 9/2 Req 9/27 AL | 10/1 – 10/31 | 9/1 – 9/28 = 19 Days Holiday: 9/2 WD 9/27 AL | 9/1 – 9/28 = 18 days | 9/1 – 9/28 = 19 days Holiday: 9/2 WD 9/27 AL | 9/1/24 – 9/28/24 | 10/2 am Pickup Posted 10/16 Noon |
| Nov. 20th | 11/13~ - 12/12 Mand: WD 10/18 & 11/1 | 11/1 – 11/30 | 9/29 – 11/2 = 23 Days WD 10/18 AL WD 11/1 AL | 9/29 – 11/2 = 23 days | 9/29 – 11/2 = 23 days WD 10/18, 11/1 AL | 9/29/24 – 11/2/24 | 11/6 am Pickup Posted 11/18 Noon |
| Dec. 20th | 12/13 – 1/14~ Holiday: 11/11,28,29 BIV: 11/27 | 12/1 – 12/31 | 11/3– 11/30 = 20 .Days Holiday: 11/11,28,29 BIV: 11/27 | 11/3 – 11/30 = 16 days | 11/3 – 11/30 = 20 days Holiday: 11/11,28,29 BIV: 11/27 | 11/3/24 – 11/30/24 | 12/4 am Pickup Posted 12/18 Noon |
| Jan. 17th 2025 | 1/14~ - 2/12 BIV: 12/23,27,30 & 1/2 Holidays: 12/24,25,26,31, 1/1 No Pay Days 1/3 | 1/1 – 1/31 | 12/1/24 – 1/4/25 = 24.Days BIV: 12/23,27,30 & 1/2 Holidays: 12/24,25,26,31 1/1 No Pay Days 1/3 | 12/1/24 – 1/4/25 =15 days | 12/1/24 – 1/4/25 = 24 days BIV: 12/23,27,30; 1/2 Holidays: 12/24,25,26,31;1/1 No Pay Days 1/3 | 12/1/24 – 1/4/25 | 1/8 am Pickup Posted 1/15 Noon |
| Feb. 20th | 2/13– 3/14~ Mand. WD: 1/6 Holiday: 1/20 | 2/1 – 2/29 | 1/5 – 2/1 = 19 Days WD: 1/6 AL Holiday: 1/20 | 1/5 – 2/1 = 18 days | 1/5 – 2/1 = 19 days WD: 1/6 AL Holiday: 1/20 | 1/5/25 – 2/1/25 | 2/5 am Pickup Posted 2/18 Noon |
| Mar 20th | 3/14~ - 4/14 Req: 2/10 AL Mand: WD 2/28 | 3/1 – 3/31 | 2/2 – 3/1 = 18 .Days WD 2/10,28 AL | 2/2 – 3/1 = 18 days | 2/2 – 3/1 = 18 days WD 2/10,28 AL | 2/2/25 – 3/1/25 | 3/5 am Pickup Posted 3/18 Noon |
| Apr. 18th | 4/15 – 5/14~ Req: 3/14 AL Mand WD 3/24 | 4/1 - 4/30 | 3/2 –4/5 = 23 .Days WD: 3/14,24 AL | 3/2 – 4/5 = 23 days | 3/2 – 4/5 = 23 days WD: 3/14, 3/24 AL | 3/2/25 – 4/5/25 | 4/9 am Pickup Posted 4/16 Noon |
| May 20th | 5/14~ - 6/12 Req: WD 4/18 AL BIV: 4/21,22,23,24,25 | 5/1 – 5/31 | 4/6 – 5/3 = 19 .Days WD 4/18 AL BIV: 4/21,22,23,24,25 | 4/6 – 5/3 = 14 days | 4/6 – 5/3 = 19 days WD 4/18 AL BIV: 4/21,22,23,24,25 | 4/6/25 – 5/3/25 | 5/7 am Pickup: Posted 5/16 Noon |
| June 20th | Ext Pay TEA Pay Runs w/Posted Abs for 5/4 – 6/12 Holiday: 5/26 Mand WD: 6/9,10,11,12 | 6/1 – 6/30 | 5/4 – 6/12 = 25 .Days Holiday: 5/26 WD: 6/9,10,11,12 AL | 5/4 – 6/14 = 24 days | 5/4 – 6/14 = 25 days Holiday: 5/26 WD: 6/9,10,11,12 AL | 5/4/25 – 6/7/25 EOM & HRL 5/4/25 – 6/12/25 TEA | 6/10 am Pickup EOM & HRL 6/13 am Pickup TEA Posted 6/17 Noon |
| July 18th 2025 | No TEA Reporting | 7/1 – 7/31 | No CN Asst Pay/Reporting | No Bus Reporting | No Bus Reporting | 6/15/25 – 7/5/25 | 7/9 am EOM Pickup Posted 7/16 Noon |

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