

PAYROLL CUT-OFF DATES 2024-2025 SCHOOL YEAR

TIME SHEET/CLOCK SHOULD INCLUDE THESE DATES	PAYROLL REPORTS DUE TO PAYROLL OFFICE	PAYROLL PAY DATE Last work day of the month	# OF WORK DAYS
MONDAY-SUNDAY	WEDNESDAY		
JUNE 10 -JUNE 30	7/3/2024	7/31/2024	15
JULY 1 - JULY 28	7/31/2024	8/30/2024	17
JULY 29-- AUG 25	8/28/2024	9/30/2024	20
AUG 26 - SEPT 29	10/2/2024	10/31/2024	24
SEPT 30- OCT 27	10/30/2024	11/22/2024	20
OCT 28 - NOV 24	12/4/2024	12/20/2024	20
NOV 25 - DEC 22	1/8/2025-1/10/2025	1/31/2025	15
DEC 23- FEB 2	2/5/2025	2/28/2025	20
FEB 3- MAR 2	3/5/2025	3/31/2025	20
MAR 3 - APR 6	4/9/2025	4/30/2025	20
APR 7 - MAY 4	5/7/2025-5/9/2025	5/30/2025	19
MAY 5 - JUN 1	6/4/2025	6/30/2025	19
JUNE 02 - JUNE 29	7/2/2025	7/31/2025	20
JUN 30 - JULY 27	7/30/2025	8/29/2025	19

◦ LEAVE MUST BE ENTERED & CHECKED FOR ACCURACY (INCLUDING CORRECT SUBSTITUTE) **DAILY/WEEKLY.**

◦ PAYROLL REPORTS **MUST BE CORRECT BEFORE THEY ARE SUBMITTED** TO THE PAYROLL DEPARTMENT.

◦ Individual time sheets AND leave forms MUST be submitted by the above dates.

◦ IF TIME SHEETS & LEAVE FORMS ARE RECEIVED AFTER THE ABOVE PAYROLL DUE DATES, THE EMPLOYEE WILL NOT BE PAID UNTIL THE NEXT PAYROLL.

◦ **EVERY SUBSTITUTE WILL BE PAID ACCORDING TO THE PAYROLL CUT-OFF DATES LISTED ABOVE.**