



Payroll Reporting Periods and Pay Dates SY 2024-2025

Payroll Reporting Periods	Pay Dates
July 01 – July 14, 2024	Wednesday, July 31, 2024
July 15 – August 11, 2024	Friday, August 30, 2024
August 12 – September 08, 2024	Monday, September 30, 2024
September 09 – October 06, 2024	Thursday, October 31, 2024
October 07 – November 10, 2024	Tuesday, November 26, 2024
November 11 – December 08, 2024	Friday, December 20, 2024
December 09, 2024 – January 12, 2025	Friday, January 31, 2025
January 13 – February 09, 2025	Friday, February 28, 2025
February 10 – March 09, 2025	Monday, March 31, 2025
March 10 – April 06, 2025	Wednesday, April 30, 2025
April 07 – May 04, 2025	Friday, May 30, 2025
May 05 – June 01, 2025	Monday, June 30, 2025
June 02 – June 30, 2025	** Additional Final Reporting Period for 12 Month Staff ONLY**

*Payroll reporting period dates and pay dates are subject to change.

Payroll reporting periods are established by the Payroll Office and vary each month based on contract workdays, holidays, and required processing deadlines. Monthly payroll reporting periods apply to all contracted full-time and part-time personnel as well as substitute, miscellaneous and per diem paid employees.

12-Month Employees – Employees who work on a 12-month contract are paid 1/12th of their annual salary over 12 months from July 2024 through June 2025.

11-Month Employees – Employees who work on an 11 or 11.5-month contract are paid 1/12th of their annual salary over 12 months from August 2024 through July 2025.

10-Month Employees – Employees who work on a 10, 10.25 or 10.5-month contract are paid 1/12th of their annual salary over 12 months from September 2024 through August 2025.

Employee pay will be adjusted according to the number of remaining contract days if hired mid-contract year.

Payroll changes must be received in the Payroll Office by the 5th of each month.

****Exception for 10 and 11-month employees: Payroll changes cannot be made between June 1 – September 1 due to fiscal year-end processing.****