

2024-2025 SCHOOL YEAR PAY SCHEDULE

PAY DAY	PAY PERIOD (TIME WORKED)	TIMESHEET DUE FROM STAFF	SUPERVISOR APPROVAL DUE	PAYROLL LOCK
July 15, 2024	June 16 - June 30	July 1	July 2	July 3
July 30, 2024	July 1 - July 15	July 16	July 17	July 18
August 15, 2024	July 16 - July 31	August 1	August 2	August 5
August 30, 2024	August 1 - August 15	August 16	August 19	August 20
September 13, 2024	August 16 - August 31	September 2	September 3	September 4
September 30, 2024	September 1 - September 15	September 16	September 17	September 18
October 15, 2024	September 16 - September 30	October 1	October 2	October 3
October 30, 2024	October 1 - October 15	October 16	October 17	October 18
November 15, 2024	October 16 - October 31	November 1	November 4	November 5
November 29, 2024	November 1 - November 15	November 18	November 19	November 20
December 13, 2024 (opt out waiver)	November 16 - November 30	December 2	December 3	December 4
December 20, 2024	December 1 - December 15	December 16	December 17	December 18
January 15, 2025	December 16 - December 31	January 2	January 3	January 6
January 30, 2025	January 1 - January 15	January 16	January 17	January 21
February 14, 2025	January 16 - January 31	February 3	February 4	February 5
February 28, 2025	February 1 - February 15	February 19	February 20	February 21

2024-2025 SCHOOL YEAR PAY SCHEDULE

PAY DAY	PAY PERIOD (TIME WORKED)	TIMESHEET DUE FROM STAFF	SUPERVISOR APPROVAL DUE	PAYROLL LOCK
March 14, 2025	February 16 - February 29	March 3	March 4	March 5
March 28, 2025	March 1 - March 15	March 17	March 18	March 19
April 15, 2025	March 16 - March 31	April 1	April 2	April 3
April 30, 2025	April 1 - April 15	April 21	April 22	April 23
May 15, 2025	April 16 - April 30	May 1	May 2	May 5
May 30, 2025	May 1 - May 15	May 16	May 19	May 20
June 13, 2025 (opt out waiver)	May 16 - May 31	June 2	June 3	June 4
June 30, 2025 (clubs, translations, unused sick & vacation)	June 1 - June 15	June 16	June 17	June 18
July 15, 2025	June 16 - June 30	July 1	July 2	July 3
July 30, 2025	July 1 - July 15	July 16	July 17	July 18
August 15, 2025	July 16 - July 31	August 1	August 4	August 5
August 29, 2025	August 1 - August 15	August 18	August 19	August 20