

## 2024-2025 Payroll Dates

<u>Pay Day</u>	<u>Pay Period</u>	<u>Due in Central Office</u>
July 15	June 16-30	July 8
July 30	July 1-15	July 19
Aug 15	July 16-31	Aug 6
Aug 30	Aug 1-15	Aug 21
Sept 13	Aug 16-31	Sept 6
Sept 30	Sept 1-15	Sept 20
Oct 15	Sept 16-30	Oct 7
Oct 30	Oct 1-15	Oct 21
Nov 15	Oct 16-31	Nov 6
Nov 29	Nov 1-15	Nov 20
Dec 13	Nov 16-30	Dec 6
Dec 30	Dec 1-15	Dec 18
Jan 15	Dec 16-31	Jan 8
Jan 30	Jan 1-15	Jan 21
Feb 14	Jan 16-31	Feb 6
Feb 28	Feb 1-15	Feb 20
March 14	Feb 16-28	March 6
March 28	March 1-15	March 21
April 15	March 16-31	April 9
April 30	April 1-15	April 18
May 15	April 16-30	May 6
May 30	May 1-15	May 20
June 13	May 16-31	June 5
June 30	June 1-15	June 19

Payroll dates are the 15<sup>th</sup> and 30<sup>th</sup> of the month. If a pay date falls on a weekend or bank holiday, the pay date will be the last weekday immediately preceding the 15<sup>th</sup> or 30<sup>th</sup> as noted on the above schedule.

The annual contracted salary will be divided into 24 approximately equal pays. New salary amounts for administrators, principals, secretaries, custodians, maintenance and central office classified staff will be effective on the July 15<sup>th</sup> pay. New salary amounts for teachers, teacher assistants and cafeteria personnel will be effective on August 30<sup>th</sup>.

All extra hourly time worked from the 1<sup>st</sup> through the 15<sup>th</sup> submitted on Claim Forms and Time Sheets for after school programs and athletic events will be paid on the 30<sup>th</sup> of that month. All extra hourly time worked from the 16<sup>th</sup> through the 31<sup>st</sup> will be paid on the 15<sup>th</sup> of the following month. Payroll is due in central office on the dates shown above.

Summer pays will be deposited on June 13<sup>th</sup> and 30<sup>th</sup>. The remaining 2 July checks and 1 August check will be paid on or before June 30<sup>th</sup>.