

# PLEASE POST

## PAYROLL CALENDAR FOR 2024-2025

PAY DATE	Payroll	Dates covered in pay period	All time Submitted to Supervisor	Approval from FINAL Supervisor Due to Payroll by 4:30pm	Delivery Instructions for all sites	Notes
7/31/2024	July Regular July Variable	07/01/24 - 07/31/24 07/01/24 - 07/10/24	7/11/2024	7/12/2024	<b>US MAIL to home address for ALL checks</b>	
8/30/2024	August Regular August Variable	08/01/24 - 08/31/24 07/11/24 - 08/10/24	8/12/2024	8/13/2024	Normal	
9/30/2024	September Regular September Variable	09/01/24 - 09/30/24 08/11/24 - 09/10/24	9/11/2024	9/13/2024	Normal	
10/31/2024	October Regular October Variable	10/01/24 - 10/31/24 09/11/24 - 10/10/24	10/11/2024	<del>10/14/2024</del> 10/15/2024	Normal	
11/27/2024	November Regular November Variable	11/01/24 - 11/30/24 10/11/24 - 11/10/24	11/12/2024	<b>11/13/2024 *</b>	<b>US MAIL to home address for ALL checks</b>	11/19/2024 Updated Delivery Instructions
12/31/2024	December Regular December Variable	12/01/24 - 12/31/24 11/11/24 - 12/10/24	12/11/2024	12/13/2024	<b>US MAIL to home address for ALL checks</b>	
1/31/2025	January Regular January Variable	01/01/25 - 01/31/25 12/11/24 - 01/10/25	1/10/2025	1/13/2025	Normal	***
2/28/2025	February Regular February Variable	02/01/25 - 02/28/25 01/11/25 - 02/10/25	2/10/2025	<b>2/11/2025 *</b>	Normal	***
3/31/2025	March Regular March Variable	03/01/25 - 03/31/25 02/11/25 - 03/10/25	3/11/2025	3/13/2025	Normal	***
4/30/2025	April Regular April Variable	04/01/25 - 04/30/25 03/11/25 - 04/10/25	4/11/2025	4/14/2025	Normal	***
5/30/2025	May Regular May Variable	05/01/25 - 05/31/25 04/11/25 - 05/10/25	5/12/2025	5/13/2025	Normal	***
6/30/2025	June Regular June Variable Deferred Pay	06/01/25 - 06/30/25 05/11/25 - 06/10/25	6/11/2025	6/13/2025	<b>US MAIL to home address for ALL checks</b>	***
7/16/2025	2024-2025 Year End Payroll	Jun 11 to Jun 30	7/1/2025	<b>7/3/2025 *</b>	<b>US MAIL to home address for ALL checks</b>	*** Includes ESY/Summer School & time worked through June 30
7/31/2025	July Regular July Variable	07/01/25 - 07/31/25 07/01/25 - 07/10/25	7/11/2025	7/14/2025	<b>US MAIL to home address for ALL checks</b>	*** Does not include July ESY/Summer School or July Summer Feeding
8/14/2025	2023 July Summer Dates	07/01/25 - TBD	TBD	TBD	<b>US MAIL to home address for ALL checks</b>	*** ESY/Summer School for all July dates
8/29/2025	August Regular & Variable	Aug 1 - Aug 31 Jul 11 to Aug 10	8/11/2025	8/13/2025	Normal	***

**Please note that dates may be subject to change. Notification will be via email**

**Dates with an asterisk are hard deadlines. Late submissions will not be paid until the next month's regular payroll.**

**The Supervisor approval date includes final approver.**

**Time that is not fully approved by all supervisors by 4:30 PM on the Due Date will not be paid until the following month**

**US MAIL to home address for ALL checks = Sites will not receive checks.**

**\*\*\*As of 1/1/2025 - Checks will no longer be held in Payroll for the Scheduled Pay Dates for any reason.**

**Employees will need to make alternate arrangements**

**Correction checks will be held in payroll on the date the check is issued. It will be put in the US mail the following day**