

2024-2025 PAYROLL SCHEDULE

Applies to Additional Work Performed and Paid via Voucher						Approved:		
# of pays for 12 month employees	# of pays for 10 month employees	Voucher Work Performed From	Voucher Work Performed Through	Completed Vouchers due to Supervisors By end of Day on	Completed Vouchers due to Payroll By Noon on	DISTRICT PAY DATES	Key Code	REMARKS
						07/12/24	1	Summer Savings Payout # 1
1		06/16/24	06/30/24	07/02/24	07/05/24	07/15/24	2	ESY Program 6 week program (week 1 & 2)
							2	ESY Program 6 week program (week 3&4)
2		07/01/24	07/15/24	07/17/24	07/19/24	07/30/24		ESY 1st 3 week program
						08/09/24	1	Summer Savings Payout # 2
							2	ESY Program 6 week program (week 5&6)
3		07/16/24	07/31/24	08/01/24	08/05/24	08/15/24		ESY 2nd 3 week program
4		08/01/24	08/15/24	08/19/24	08/21/24	08/30/24		
5	1	08/16/24	08/31/24	09/04/24	09/06/24	09/13/24		
6	2	09/01/24	09/15/24	09/17/24	09/19/24	09/30/24	3	First half fall coaching payments
7	3	09/16/24	09/30/24	10/02/24	10/08/24	10/15/24		
8	4	10/01/24	10/15/24	10/17/24	10/21/24	10/30/24	3	Second half fall coaching payments
9	5	10/16/24	10/31/24	11/04/24	11/06/24	11/15/24		
10	6	11/01/24	11/15/24	11/19/24	11/21/24	11/27/24		
							3	First half winter coaching payments
11	7	11/16/24	11/30/24	12/03/24	12/05/24	12/13/24		First half co-curricular position payments
12	8					12/20/24	5	NO OTHER VOUCHER PAYMENTS DUE TO WINTER BREAK
13	9	12/01/24	12/31/24	01/03/25	01/07/25	01/15/25	5	Voucher dates adjusted to catch up from winter break
14	10	01/01/25	01/15/25	01/17/25	01/21/25	01/30/25	3	Second half winter coaching payments
15	11	01/16/25	01/31/25	02/03/25	02/05/25	02/13/25		
16	12	02/01/25	02/15/25	02/19/25	02/21/25	02/28/25		
17	13	02/16/25	02/28/25	03/04/25	03/06/25	03/14/25		
18	14	03/01/25	03/15/25	03/18/25	03/20/25	03/28/25		
19	15	03/16/25	03/31/25	04/01/25	04/03/25	04/10/25	3	First half spring coaching payments
20	16					04/30/25	5	NO OTHER VOUCHER PAYMENTS DUE TO SPRING BREAK
							3,5	Voucher dates adjusted for Spring Break
21	17	04/01/25	04/30/25	05/02/25	05/06/25	05/15/25		Second half spring coaching payments
22	18	05/01/25	05/15/25	05/19/25	05/21/25	05/30/25		
23	19	05/16/25	05/31/25	06/03/25	06/05/25	06/13/25	3	Second half co-curricular position payments
	20						4,5	10 month employees only LAST DAY OF SCHOOL - subject to change. Based on the last day of school
						06/24/25		NO VOUCHER PAY
24		06/01/25	06/15/25	06/17/25	06/19/25	06/30/25		12 month employees only
1		06/16/25	06/30/25	07/02/25	07/07/25	07/15/25		25-26 SCHOOL YEAR - INFO ONLY - WILL BE ADDED TO 25-26 PAYROLL SCHEDULE.

KEY CODE

- 1 Summer Savings Payout, agreement due to the Business Office by July 1st
- 2 ESY Program - based on participation in full 6 week program or participation in the first 3 week program or the second 3 week program.
- 3 Coaching and/or Co-curricular payments
- 4 Tentative date based on actual last day of school
- 5 Vouchers due date adjusted for breaks or end of year pay dates

Vouchers should be presented to Supervisors allowing time for them to log, sign and then forward to Payroll.

No voucher will be processed without proper authorization signatures and account numbers and agenda information. Incomplete vouchers will be returned to Supervisor for corrections and may delay payment.

Voucher not received according to the pay schedule may result in delayed payment.

PLEASE NOTE PAYROLL DEDUCTIONS FOR TEN MONTH EMPLOYEES FOR THE 24-25 SCHOOL YEAR ARE OVER 20 PAYS