



2024/25

Timesheet Due Dates

Work Period			Due to Payroll	Pay Date Contract Employees	Pay Date Substitutes and Extra Time	Notes
6 / 21 / 24	-	7 / 20 / 24	7 / 22 / 24 Friday	7 / 31 / 24	8 / 9 / 24	
7 / 21 / 24	-	8 / 20 / 24	8 / 22 / 24 Thursday	8 / 30 / 24	9 / 10 / 24	
8 / 21 / 24	-	9 / 20 / 24	9 / 24 / 24 Tuesday	9 / 30 / 24	10 / 10 / 24	
9 / 21 / 24	-	10 / 20 / 24	10 / 23 / 24 Wednesday	10 / 31 / 24	11 / 8 / 24	
10 / 21 / 24	-	11 / 20 / 24	11 / 20 / 24 Wednesday	11 / 29 / 24	12 / 10 / 24	11/25 Thanksgiving break start. Please turn in on time!
11 / 21 / 24	-	12 / 20 / 24	12 / 20 / 24 Friday	* 1 / 2 / 25	1 / 10 / 25	12/21 winter break start. Please turn in on time!
12 / 21 / 24	-	1 / 20 / 25	1 / 23 / 25 Thursday	1 / 31 / 25	2 / 7 / 25	
1 / 21 / 25	-	2 / 20 / 25	2 / 20 / 25 Thursday	2 / 28 / 25	3 / 10 / 25	
2 / 21 / 25	-	3 / 20 / 25	3 / 24 / 25 Thursday	3 / 31 / 25	4 / 10 / 25	
3 / 21 / 25	-	4 / 20 / 25	4 / 23 / 25 Wednesday	4 / 30 / 25	5 / 9 / 25	4/14 Spring Break start. Please turn in on time!
4 / 21 / 25	-	5 / 20 / 25	5 / 22 / 25 Thursday	5 / 30 / 25	6 / 10 / 25	Variables checks on 6/10 mailed on 6/9
5 / 21 / 25	-	6 / 20 / 25	6 / 23 / 25 Monday	6 / 30 / 25	7 / 10 / 25	

* The pay date for the December payroll will be the first business day in January.

**Timesheets not turned in by due date will be paid on the next pay period. **