

## PAYROLL INFORMATION DUE DATES

Please follow the time table below for sending time cards and absentee/substitute reports to the Finance Office.

- The first date listed is the date of pay.
- The second date is the date all information is to be sent to the Finance Office.
- **Dates included** are the dates to be included on time cards (example: tutoring, detention, etc.) and absentee/substitute reports for that Payroll Date.

If you have any questions, please call Melanie Conrad ext. 12275. Please post a copy of this sheet for employee/substitute reference.

### **PRINCIPALS: IN CASE OF INCLEMENT WEATHER, PLEASE BE SURE TIME CARDS FROM YOUR SCHOOL REACH THE FINANCE OFFICE ON THE DUE DATE.**

Payroll Date:	<b>7/15/2024</b>		
Due at F.O.:			
Dates included:			
Payroll Date:	<b>7/30/2024</b>		
Due at F.O.:	7/8/2024		
Dates included:	7/1 through 7/5	1 week	
Payroll Date:	<b>8/15/2024</b>		
Due at F.O.:	7/22/2024		
Dates included:	7/8 through 7/19	2 weeks	
Payroll Date:	<b>8/30/2024</b>		
Due at F.O.:	8/12/2024		
Dates included:	7/22 through 8/9	3 weeks	
Payroll Date:	<b>9/13/2024</b>		
Due at F.O.:	8/26/2024		
Dates included:	8/12 through 8/23	2 weeks	
Payroll Date:	<b>9/30/2024</b>		
Due at F.O.:	9/9/2024		
Dates included:	8/26 through 9/6	2 weeks	
Payroll Date:	<b>10/15/2024</b>		
Due at F.O.:	9/23/2024		
Dates included:	9/9 through 9/20	2 weeks	
Payroll Date:	<b>10/30/2024</b>		
Due at F.O.:	10/7/2024		
Dates included:	9/23 through 10/4	2 weeks	

Payroll Date: **11/15/2024**  
Due at F.O.: 10/21/2024  
Dates included: 10/7 through 10/18 2 weeks

Payroll Date: **11/29/2024**  
Due at F.O.: 11/4/2024  
Dates included: 10/21 through 11/1 2 weeks

Payroll Date: **12/13/2024**  
Due at F.O.: 11/18/2024  
Dates included: 11/4 through 11/15 2 weeks

Payroll Date: **12/30/2024**  
Due at F.O.: 12/2/2024  
Dates included: 11/18 through 11/29 2 weeks

Payroll Date: **1/15/2025**  
Due at F.O.: 12/20/2024  
Dates included: 12/2 through 12/27 4 weeks

Payroll Date: **1/30/2025**  
Due at F.O.: 1/13/2025  
Dates included: 12/30 through 1/10 2 weeks

Payroll Date: **2/14/2025**  
Due at F.O.: 1/27/2025  
Dates included: 1/13 through 1/24 2 weeks

Payroll Date: **2/28/2025**  
Due at F.O.: 2/10/2025  
Dates included: 1/27 through 2/7 2 weeks

Payroll Date: **3/14/2025**  
Due at F.O.: 2/24/2025  
Dates included: 2/10 through 2/21 2 weeks

Payroll Date: **3/28/2025**  
Due at F.O.: 3/9/2025  
Dates included: 2/24 through 3/7 2 weeks

Payroll Date: **4/15/2025**  
Due at F.O.: 3/21/2025  
Dates included: 3/10 through 3/28 3 weeks

Payroll Date: **4/30/2025**  
Due at F.O.: 4/14/2025  
Dates included: 3/31 through 4/11 2 weeks

Payroll Date: **5/15/2025**  
Due at F.O.: 4/28/2025  
Dates included: 4/14 through 4/25 2 weeks

Payroll Date: **5/30/2025**  
Due at F.O.: 5/12/2025  
Dates included: 4/28 through 5/9 2 weeks

Payroll Date: **6/13/2025**  
Due at F.O.: 5/30/2025  
Dates included: 5/12 through 5/30 3 weeks

Payroll Date: **6/30/2025**  
Due at F.O.: 6/3/2025  
Dates included: 6/2 through 6/30 4 weeks

**Project time if applicable**

**6/19/25 & 6/20/25**