

# PAYROLL SCHEDULE 2024-2025

**Payment for the specified period can only be made for approved timesheets and Timepiece records received by Payroll on each Monday following the work week no later than 3PM**

Payroll #	Payroll Date	Comments	Paychecks will include the below dates for Part Timers
1	7/12/24	FIRST FULL CK FOR 12 MONTH	6/24-6/30
2	7/26/24		7/1-7/14
3	8/9/24		7/15-7/28
4	8/23/24		7/29-8/11
5*	9/6/24	*1/2 CK FOR 10 MONTH/FULL CK FOR 12 MONTH	8/12-8/25
6	9/20/24		8/26-9/8
HD	9/27/24	1 OF 4 HEALTH DECLINATION	
7	10/2/24	**NO OVERTIME**	9/9-9/22
8	10/18/24		9/23-10/6
9	11/1/24		10/7-10/20
10	11/15/24		10/21-11/3
11	11/27/24		11/4-11/17
12	12/13/24		11/18-12/1
HD	12/19/24	2 OF 4 HEALTH DECLINATION	
13	12/20/24	**NO OVERTIME**	12/2-12/15
14	1/10/25		12/16-12/29
15	1/24/25		12/30-1/12
16	2/7/25		1/13-1/26
17	2/21/25	**NO OVERTIME**	1/27-2/9
18	3/7/25		2/10-2/23
19	3/21/25		2/24-3/9
HD	3/28/25	3 OF 4 HEALTH DECLINATION	
20	4/4/25		3/10-3/23
21	4/11/25	**NO OVERTIME**	3/24-4/6
22	5/2/25		4/7-4/20
23	5/16/25		4/21-5/4
24	5/30/25		5/5-5/18
25	6/13/25		5/19-6/1
HD	6/20/25	4 OF 4 HEALTH DECLINATION	
26	6/27/25	LAST FULL CK AND LUMP SUM	6/2-6/15
		Overtime must be submitted to Payroll within 30 days of working it. Overtime will be paid on an on-going basis EXCEPT for the dates listed above. **NO OVERTIME WILL BE PAID**	UPDATED 6/21/24