

**Frontline File Processing Schedule
Substitute Teachers and Substitute Teacher Assistants
Fiscal Year 2024/2025**

Payroll Run #	Work Period		School Frontline	Human Resources Frontline	Date Payroll will Run	Pay Date
	Work Date Begins	Work Date Ends	Data Entry Deadline	File Maint. Deadline-Noon		
			(1)	(2)		
127/101	06/10/24	06/21/24	06/21/24	6/27/2024	07/02/24	07/05/24
102	06/24/24	07/05/24	07/05/24	7/11/2024	07/16/24	07/19/24
103	07/08/24	07/19/24	07/19/24	7/25/2024	07/30/24	08/02/24
104	07/22/24	08/02/24	08/02/24	8/8/2024	08/13/24	08/16/24
105	08/05/24	08/16/24	08/16/24	8/22/2024	08/27/24	08/30/24
106	08/19/24	08/30/24	08/30/24	9/5/2024	09/10/24	09/13/24
107	09/02/24	09/13/24	09/13/24	9/19/2024	09/24/24	09/27/24
108	09/16/24	09/27/24	09/27/24	10/3/2024	10/08/24	10/11/24
109	09/30/24	10/11/24	10/11/24	10/17/2024	10/22/24	10/25/24
110	10/14/24	10/25/24	10/25/24	10/31/2024	11/05/24	11/08/24
111	10/28/24	11/08/24	11/08/24	11/14/2024	11/19/24	11/22/24
112	11/11/24	11/22/24	11/22/24	11/27/2024	12/03/24	12/06/24
113	11/25/24	12/06/24	12/06/24	12/12/2024	12/17/24	12/20/24
114	12/09/24	12/20/24	12/20/24	12/26/2024	12/30/24	01/03/25
115	12/23/24	01/03/25	01/03/25	1/9/2025	01/14/25	01/17/25
116	01/06/25	01/17/25	01/17/25	1/23/2025	01/28/25	01/31/25
117	01/20/25	01/31/25	01/31/25	2/6/2025	02/11/25	02/14/25
118	02/03/25	02/14/25	02/14/25	2/20/2025	02/25/25	02/28/25
119	02/17/25	02/28/25	02/28/25	3/6/2025	03/11/25	03/14/25
120	03/03/25	03/14/25	03/14/25	3/20/2025	03/25/25	03/28/25
121	03/17/25	03/28/25	03/28/25	4/3/2025	04/08/25	04/11/25
122	03/31/25	04/11/25	04/11/25	4/17/2025	04/22/25	04/25/25
123	04/14/25	04/25/25	04/25/25	5/1/2025	05/06/25	05/09/25
124	04/28/25	05/09/25	05/09/25	5/15/2025	05/20/25	05/23/25
125	05/12/25	05/23/25	05/23/25	5/29/2025	06/03/25	06/06/25
126	05/26/25	06/06/25	06/06/25	6/12/2025	06/17/25	06/20/25
127	06/09/25	06/20/25	06/20/25	6/26/2025	06/30/25	07/03/25

(1) This is the deadline for work sites to reconcile all substitute transactions in Frontline for the