

Payroll Schedule for 2024/2025

10, 11 and 12 month Instructional/Administrative/Professional Staff

*Salaried employees are paid 1/24th
of their annual salary each check date*

Run Number	Contract Pay Work Period		Payroll Run Date	Pay Date
	Begin Date	End Date		
201*	7/1	7/15	7/10	7/15
202*	7/16	7/31	7/26	7/31
203	8/1	8/15	8/12	8/15
204	8/16	8/31	8/27	8/30
205	9/1	9/15	9/10	9/13
206	9/16	9/30	9/25	9/30
207	10/1	10/15	10/10	10/15
208	10/16	10/31	10/28	10/31
209	11/1	11/15	11/12	11/15
210	11/16	11/30	11/22	11/27
211	12/1	12/15	12/10	12/13
212	12/16	12/31	12/26	12/30
213	1/1	1/15	1/10	1/15
214	1/16	1/31	1/28	1/31
215	2/1	2/15	2/11	2/14
216	2/16	2/28	2/25	2/28
217	3/1	3/15	3/11	3/14
218	3/16	3/31	3/26	3/31
219	4/1	4/15	4/10	4/15
220	4/16	4/30	4/25	4/30
221	5/1	5/15	5/12	5/15
222**	10 month only summer pay		5/20	5/23
223	5/16	5/31	5/27	5/30
224	6/1	6/15	6/10	6/13
225**	10 month only summer pay		6/17	6/20
226	6/16	6/30	6/25	6/30

Kronos timesheets must be approved by Monday at 2pm unless notified by Payroll of a change to the day and time.

It is important to approve UNPAID leave. Unapproved unpaid leave will not be imported to payroll and may result in an overpayment to the employee.

* 11 and 12 month Admin, Instructional, and Professional Contract Pay Only

** 10 month Instructional and Professional Contract Pay Only

Payroll Schedule for 2024/2025

Extra Pay/Hourly Instructional/Dockage Reporting Periods

*10, 11 and 12 month Instructional
Administrative/Professional Staff*

Run Number	Work Period		Payroll Run Date	Pay Date
	Begin Date	End Date		
201	6/17	6/30	7/10	7/15
202	7/1	7/14	7/26	7/31
203	7/15	7/28	8/12	8/15
204	7/29	8/11	8/27	8/30
205	8/12	8/25	9/10	9/13
206	8/26	9/8	9/25	9/30
207	9/9	9/22	10/10	10/15
208	9/23	10/6	10/28	10/31
209	10/7	10/20	11/12	11/15
210***	10/21	11/10	11/22	11/27
211***	11/11	12/1	12/10	12/13
212	12/2	12/15	12/26	12/30
213***	12/16	1/5	1/10	1/15
214	1/6	1/19	1/28	1/31
215	1/20	2/2	2/11	2/14
216	2/3	2/16	2/25	2/28
217	2/17	3/2	3/11	3/14
218	3/3	3/16	3/26	3/31
219	3/17	3/30	4/10	4/15
220	3/31	4/13	4/25	4/30
221	4/14	4/27	5/12	5/15
			5/20	5/23
223***	4/28	5/18	5/27	5/30
224	5/19	6/1	6/10	6/13
			6/17	6/20
226	6/2	6/15	6/25	6/30

Extra pay includes extra duty, workshop pay, internal funds and any other approved extra compensation.

*** 3 weeks to be imported from Kronos