

**PAYROLL CUT-OFF SCHEDULE FOR
PROFESSIONAL, PARA-PRO, AND SUBS
2024-2025**

PAYROLL MONTH	DATE RANGE	CUT-OFF DATE	CHECK DATE	DIRECT DEPOSIT DATE	TOTAL HOURS	# OF WKS
JULY '2024	06/10-07/05	5	19	18	160	4
AUGUST	07/08-08/02	2	20	19	160	4
SEPTEMBER	08/05-09/06	6	20	19	200	5
OCTOBER	09/09-10/04	4	18	17	160	4
NOVEMBER	10/07-11/01	1	20	19	160	4
DECEMBER	11/04-12/06	6	19	18	200	5
JANUARY '2025	12/09-01/03	3	17	16	160	4
FEBRUARY	01/06-02/07	7	20	19	200	5
MARCH	02/10-03/07	7	14	13	160	4
APRIL	03/10-04/04	4	17	16	160	4
MAY	04/07-05/02	2	20	19	160	4
JUNE	05/05-06/06	6	20	18	200	5
<i>*For appropriate positions only - Summer School and Custodians*</i>						
<i>JUNE 30th*</i>	<i>06/09-06/30</i>	<i>26</i>	<i>30</i>	<i>27</i>		
TOTAL					2080	52

JULY '2025	06/09-07/04	4	18	17	160	4
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***The cut-off date is the final date that is to be included in that month's pay. All time sheets and payroll changes must be turned in the morning following the cut-off date.**

Anything turned in past that date will be included in the following month's check.