

## PAYROLL PERIODS AND CHECK DATES 2024-2025

PAYROLL PERIOD	CHECK DATE
June 9 – July 6	Wednesday, July 31, 2024
July 7 – August 3	Friday, August 30, 2024
August 4 – September 7	Monday, September 30, 2024
September 8 – October 5	Thursday, October 31, 2024
October 6 – November 9	Tuesday, November 26, 2024
November 10 – December 7	Friday, December 20, 2024
December 8 – January 11	Friday, January 31, 2025
January 12 – February 8	Friday, February 28, 2025
February 9 – March 8	Monday, March 31, 2025
March 9 – April 12	Wednesday, April 30, 2025
April 13 – May 10	Friday, May 30, 2025
May 11 – June 7	Monday, June 30, 2025

\*Payroll period dates and check dates are subject to change.

Actual length of pay periods varies by contract and notice of employment terms. The Payroll Office determines days worked in a payroll period based on classification of employment and terms of contract or notice of employment.

**12-MONTH EMPLOYEES** – Employees who work 12-months are paid 1/12 of their annual salary over 12 months from July 2024 through June 2025.

**11-MONTH EMPLOYEES** – Employees who work 11-months are paid 1/12 of their annual salary over 12 months from August 2024 through July 2025.

**10 and 10.5-MONTH EMPLOYEES** – Employees who work 10 or 10.5-months are paid 1/12 of their annual salary over 12 months from September 2024 through August 2025.

- Employee pay will be adjusted according to the number of remaining contract days if hired mid contract year.

PAYROLL CHANGES MUST BE RECEIVED IN THE PAYROLL OFFICE BY THE 10<sup>TH</sup> OF THE MONTH.