

Monthly Payroll Cut-off Dates and Contract Schedules

Monthly Payroll Cut-off Dates

The table listed below is for **All Staff**. This table lists the beginning and ending dates for each payroll month to show you the date range each month that leave taken will be subtracted from your balances.

Beginning Leave Dates	Ending Leave Days	Pay Date
No Leave	No Leave	7/31/2024
7/1/2024	7/26/2024	8/30/2024
7/29/2024	8/30/2024	9/30/2024
9/3/2024	10/4/2024	10/31/2024
10/7/2024	11/1/2024	11/29/2024
11/4/2024	11/29/2024	12/31/2024
12/2/2024	1/3/2025	1/31/2025
1/6/2025	1/31/2025	2/28/2025
2/3/2025	2/28/2025	3/31/2025
3/3/2025	3/28/2025	4/30/2025
3/31/2025	5/2/2025	5/30/2025
5/5/2025	6/30/2025	6/30/2025

The table listed below is for **Non-Certified Support Staff**. This table shows the Timeclock Plus date range for each pay date. These dates are recorded in a Sunday to Saturday week and can be used for understanding additional pay earned including overtime.

Timeclock Plus	Pay Date
6/2-6/29	7/31/2024
6/30-7/27	8/30/2024
7/28-8/31	9/30/2024
9/1-10/5	10/31/2024
10/6-11/2	11/29/2024
11/3-11/30	12/31/2024
12/1-1/4	1/31/2025
1/5-2/1	2/28/2025
2/2-3/1	3/31/2025
3/2-3/29	4/30/2025
3/30-5/3	5/30/2025
5/4-6/28	6/30/2025

Certified Staff performing extra duties such as Child Supervision and Tutoring will be given a personalized timesheet to record these hours. Hours should be recorded from the 1st to the 31st of each month and turned in to the local bookkeeper by the 5th of the following month for payment in the month end payroll. An example would be recording time from April 1st to April 30th and turning in the timesheet to the bookkeeper on May 5th for payment on May 31st.

Payment of Other Wages

Funding and documentation from third party payers such as, (*National Board and Access, etc.*), must be received by the payroll office no later than the 10th of the month to be included in that months pay check. Funding and documentation received after the 10th of the month will be included in the following months paycheck.

Contract Schedules

12 Month Employee 240 - July 1, 2024 - June 30, 2025

10 Month Employee - 207 - July 18, 2024 - June 5, 2025

10 Month Employee - 202 - July 22, 2024 - June 2, 2025

9 Month TEAMS Employee- 189- August 1, 2024 - May 23, 2025

9 Month Employee - 187 - August 1, 2024 - May 21, 2025

9 Month Employee - Bus Driver & Bus Aide - August 7, 2024 - May 20, 2025

177 Student days plus 5 additional days

**5 additional contract days assigned by Supervisor