

## SAU #39

### 2024-2025 Paper Timesheet Due Dates and Payroll Schedule

| Month | Paper Timesheets Due | Pay Notes  | Pay # | Start Date | End Date | Pay Date | Insurance Deductions          |                                |                           |
|-------|----------------------|--|-------|------------|----------|----------|-------------------------------|--------------------------------|---------------------------|
|       |                      |  |       |            |          |          | 24<br>Year Round<br>Employees | 20<br>School Year-<br>Salaried | 16<br>Hourly<br>Employees |
| JULY  | Friday, 06/28/24     | Check Date Wednesday<br>due to Independence<br>Day | 1     | 06/16/24   | 06/29/24 | 07/03/24 | Yes                           | No                             | No                        |
|       | Friday, 07/12/24     |  | 2     | 06/30/24   | 07/13/24 | 07/18/24 | Yes                           | No                             | No                        |
| AUG   | Friday, 07/26/24     |  | 3     | 07/14/24   | 07/27/24 | 08/01/24 | Yes                           | No                             | No                        |
|       | Friday, 08/09/24     | 1st Pay Teachers                                   | 4     | 07/28/24   | 08/10/24 | 08/15/24 | Yes                           | No                             | No                        |
|       | Friday, 08/23/24     |  | 5     | 08/11/24   | 08/24/24 | 08/29/24 | No                            | Yes                            | No                        |
| SEP   | Friday, 09/06/24     |  | 6     | 08/25/24   | 09/07/24 | 09/12/24 | Yes                           | Yes                            | No                        |
|       | Friday, 09/20/24     | Longevity Pay                                      | 7     | 09/08/24   | 09/21/24 | 09/26/24 | Yes                           | Yes                            | Yes                       |
| OCT   | Friday, 10/04/24     |  | 8     | 09/22/24   | 10/05/24 | 10/10/24 | Yes                           | Yes                            | Yes                       |
|       | Friday, 10/18/24     |  | 9     | 10/06/24   | 10/19/24 | 10/24/24 | Yes                           | Yes                            | Yes                       |
| NOV   | Friday, 11/01/24     |  | 10    | 10/20/24   | 11/02/24 | 11/07/24 | Yes                           | Yes                            | Yes                       |
|       | Friday, 11/15/24     |  | 11    | 11/03/24   | 11/16/24 | 11/21/24 | Yes                           | Yes                            | Yes                       |
| DEC   | Friday, 11/29/24     |  | 12    | 11/17/24   | 11/30/24 | 12/05/24 | Yes                           | Yes                            | Yes                       |
|       | Friday, 12/13/24     |  | 13    | 12/01/24   | 12/14/24 | 12/19/24 | Yes                           | Yes                            | Yes                       |
| JAN   | Friday, 12/27/24     |  | 14    | 12/15/24   | 12/28/24 | 01/02/25 | Yes                           | Yes                            | No                        |
|       | Friday, 01/10/25     |  | 15    | 12/29/24   | 01/11/25 | 01/16/25 | Yes                           | Yes                            | Yes                       |
|       | Friday, 01/24/25     |  | 16    | 01/12/25   | 01/25/25 | 01/30/25 | No                            | Yes                            | Yes                       |
| FEB   | Friday, 02/07/25     |  | 17    | 01/26/25   | 02/08/25 | 02/13/25 | Yes                           | Yes                            | Yes                       |
|       | Friday, 02/21/25     |  | 18    | 02/09/25   | 02/22/25 | 02/27/25 | Yes                           | Yes                            | Yes                       |
| MAR   | Friday, 03/07/25     |  | 19    | 02/23/25   | 03/08/25 | 03/13/25 | Yes                           | Yes                            | No                        |
|       | Friday, 03/21/25     |  | 20    | 03/09/25   | 03/22/25 | 03/27/25 | Yes                           | Yes                            | Yes                       |
| APR   | Friday, 04/04/25     |  | 21    | 03/23/25   | 04/05/25 | 04/10/25 | Yes                           | Yes                            | Yes                       |
|       | Friday, 04/18/25     |  | 22    | 04/06/25   | 04/19/25 | 04/24/25 | Yes                           | Yes                            | Yes                       |
| MAY   | Friday, 05/02/25     |  | 23    | 04/20/25   | 05/03/25 | 05/08/25 | Yes                           | Yes                            | No                        |
|       | Friday, 05/16/25     |  | 24    | 05/04/25   | 05/17/25 | 05/22/25 | Yes                           | Yes                            | Yes                       |
| JUNE  | Friday, 05/30/25     | 22 Pays/Balloon last<br>check                      | 25    | 05/18/25   | 05/31/25 | 06/05/25 | Yes                           | No                             | Yes                       |
|       | Friday, 06/13/25     |  | 26    | 06/01/25   | 06/14/25 | 06/19/25 | Yes                           | No                             | No                        |