

July 16, 2024



TO: All Personnel
FROM: Administrative Office
RE: Payroll Cutoff Dates/2024-2025 School Year

Please find below the cut-off dates, time sheet due dates (due to Administrative Office) and the payroll dates for the 2024-2025 school year:

<u>Payroll Cut-Off Date</u>	<u>Due Date</u>	<u>Payroll Date</u>
August 4, 2024	August 5, 2024	August 22, 2024
September 1, 2024	September 2, 2024	September 20, 2024
October 6, 2024	October 7, 2024	October 22, 2024
November 3, 2024	November 4, 2024	November 22, 2024
December 1, 2024	December 2, 2024	December 20, 2024
January 5, 2025	January 6, 2025	January 22, 2025
February 2, 2025	February 3, 2025	February 21, 2025
March 2, 2025	March 3, 2025	March 21, 2025
April 6, 2025	April 7, 2025	April 22, 2025
May 4, 2025	May 5, 2025	May 22, 2025
June 1, 2025	June 2, 2025	June 20, 2025
July 6, 2025	July 7, 2025	July 22, 2025
August 3, 2025	August 4, 2025	August 22, 2025