

PAYROLL TIMELINES 2024-2025

May 26, 2024 to June 29, 2024	Payable on 7-25-24
June 30, 2024 to July 27, 2024	Payable on 8-23-24
July 28, 2024 to August 31, 2024	Payable on 9-25-24
September 1, 2024 to September 28, 2024	Payable on 10-25-24
September 29, 2024 to October 26, 2024	Payable on 11-25-24
October 27, 2024 to November 30, 2024	Payable on 12-20-24
December 1, 2024 to December 28, 2024	Payable on 1-24-25
December 29, 2024 to January 25, 2025	Payable on 2-25-25
January 26, 2025 to February 22, 2025	Payable on 3-25-25
February 23, 2025 to March 29, 2025	Payable on 4-25-25
March 30, 2025 to April 26, 2025	Payable on 5-23-25
April 27, 2025 to May 31, 2025	Payable on 6-25-25

Note: All times are to be approved and turned in the *first Tuesday of the month by noon*, to ensure it is on the current check. Any information received after the Tuesday following the payroll cutoff date will be processed on the following month's pay. All hourly employees need to approve their timesheets to ensure they are entered correctly. If there is an error with your timesheet, please take it to your **supervisor** or **building secretary** to correct it before approving.