



Date July 1, 2024

MEMO TO: All School Personnel Paid on Pay Vouchers

FROM: District Payroll Office

RE: Schedule of Due Dates for Pay Vouchers – 2024-2025

The schedule below has been established for the school year July 1, 2024 through June 30, 2025, for those who are paid on an hourly or daily basis.

Submission of Pay Vouchers according to this schedule will ensure prompt payment.

Pay Period	Pay Date	
<u>2024</u>		
July 01 – July 06	July	18
July 07 – July 20	August	01
July 21 – August 03	August	15
August 4 – August 17	August	29
August 18 – August 31	September	12
September 1 – September 14	September	26
September 15 – September 28	October	10
September 29– October 12	October	24
October 13 – October 26	November	07
October 27 – November 9	November	21
November 10 – November 23	December	05
November 24 – December 7	December	19
December 8 – December 21	January	02
<u>2024-2025</u>		
December 22 – January 4	January	16
January 5 – January 18	January	30
January 19 – February 1	February	13
February 2 – February 15	February	27
February 16 – March 1	March	13
March 2 – March 15	March	27
March 16 – March 29	April	10
March 30 – April 12	April	24
April 13 – April 26	May	08
April 27– May 10	May	22
May 11 – May 24	June	05
May 25 –June 07	June	19
June 08- June 21	June	30